

# **Job Specific Hazard Training - Safety Tips**

The job hazards identified in the C-6 Workplace Hazard Assessment Form (located on the website) and the methods used to reduce the risk of injury from those hazards have been reviewed with the In-Store Service Representative (“Employee”):

- Shipping Racks – safe handling techniques
  - identify which side of the rack has the turning wheels
  - how to move a rack (pull from side/pivoting wheels on one side)
  - store tow bar in upright position when not in use
  - be cautious of customers/traffic when moving racks
  - be aware of slopes in garden centre where racks could roll
  - block wheels with brick to prevent rolling in storage area
  - keep empty racks in dedicated pick-up area (where they won’t roll away with the wind)
  - empty trays being returned on racks must be secured with weight to ensure they don’t blow or bounce off.
  
- Wooden Shelves/Boards – never leave leaning/on ground; after unloading stack the overhead board on a lower level to avoid the boards from falling down on your head or being blown by the wind. Likewise when moving empty racks to the storage area remove overhead boards and stack a on a lower level.
  
- Safe Lifting Techniques –
  - bend with your knees NOT your back.
  - ask for assistance if item is too heavy (ie. Large planters)
  - ask HD associate for Step Stool when required (ie. Top shelf of shipping rack/hard to reach HB’s)
  
- Watering Hoses – be aware of them, tuck away when not in use.
  
- Sunglasses recommended to protect eyes from plant debris, working with Dracaena (spikes) & to reduce sun exposure.
  
- Trips/Slips – be aware of slippery areas due to water or where large amounts of petals have dropped. Sweep walkways and squeegee puddles after servicing plants.
  
- Disposal of Plastic Wrap – dispose in the garbage immediately after removing from racks as it can become entangled in the shipping rack wheels.
  
- Scissors/Knives – keep in a safe place; out of reach of customers
  
- Housekeeping - brooms/squeegee’s/tools replace to specified location after use in order to keep aisles/walkway clear for traffic.

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_