

Warehouse Safety Communication Schedule

A Framework for Your Monthly Safety Meetings

Regular safety communication increases safety awareness and helps prevent injuries. If you show your employees that safety is important to you, they will feel safety is important. Communicating about safety does not need to take a significant amount of time. In many cases, you can cover targeted, useful information in a couple of minutes.

This calendar of safety topics establishes a schedule for your monthly safety meetings and shows you what to cover at the meetings. Use this calendar as the framework to help develop your monthly safety conversations.

- You can use all or some of the material provided for each topic, depending on your needs or time constraints.
- Cover the topics in any order and adjust them based on injury trends, time of year, etc.
- Think about ways to reinforce the verbal messaging by adding your own examples or demonstrations.

	Safety Topic	Supporting Content (available on State Fund's safety resource center, www.SafeAtWorkCA.com)
Topic 1	Warehouse Safety	<p>Safety Resource: Warehousing Hazard Solutions</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Use caution around loading docks. • Follow safety guidelines for loading docks, material storage and handling, and equipment. • Use proper lifting techniques. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Warehousing and Storage • Safety Meeting: Warehouse Racks and Shelving (also in Spanish) • Warehousing – Pocket Guide • Warehouse Employer Fact Sheet (also in Spanish) • Grocery Warehousing eTool • Grocery Warehousing – Work Practice
Topic 2	Lifting and Back Safety	<p>Safety Resource: Safety Meeting: Lifting and Back Injuries (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Avoid lifting when possible. • Keep the load as close to the body as possible. • Maintain the natural curves of your spine. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Preventing Sprains and Strains (also in Spanish) • Caring for Your Back • Hazard Checklist: Proper Lifting Techniques • Steps for Safer Lifting • Lifting Tips • Working Smarter While Lifting (Video) • Build a Bridge (Video) • Keep it Close & Keep the Curves (Video) • Feet First (Video) • Lifting a Box (Video) • Golfer's Lift (Video) • Invisible Lifts (Video) • Working Smarter While Standing (Video) • Staggered Stance (Video) • Just Move (Video) • Get a Foot Up (Video) • Bend Your Knees (Video)

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Topic 3	Slips, Trips, and Falls	<p>Safety Resource: Safety Meeting: Avoiding Slips, Trips, and Falls (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Being distracted increases the chance of a slip, trip, or fall. • Identify problem areas, such as slippery floors or uneven ground, and report them to your supervisor if necessary. • Wear slip-resistant footwear and replace when soles appear worn. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Selecting the Right Shoes • Preventing Ankle Sprains • Slips and Falls – Avoid Slip-Ups (also in Spanish) • Staggered Stance (Video)
Topic 4	Powered Industrial Trucks (Forklifts)	<p>Safety Resource: Safety Meeting: Operating a Forklift (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Operate a forklift only if you have been trained and certified. • Inspect the forklift before use (at least once per shift). • Follow proper operating procedures. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Powered Industrial Trucks (Forklifts) • Forklift Safety Essentials (Video)
Topic 5	Selection and Care of Shoes	<p>Safety Resource: Selecting the Right Shoes</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Choosing a safe and comfortable shoe is important. • Select a shoe that has a slip-resistant sole. • Check the structure of the shoe to make sure it provides the support you need. • Make sure you are wearing the correct size shoe for your foot. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Shoe Policies
Topic 6	Loading Dock Safety	<p>Safety Resource: Loading Dock Safety (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Inspect the loading dock regularly to identify potential hazards. • Understand how to secure trucks from unintended movement during loading and unloading. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Safety Meeting: Avoid Trailer Creep at the Loading Dock (also in Spanish) • Chocking and Blocking Safety (also in Spanish)

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Topic 7	Personal Safety and Situational Awareness	<p>Safety Resource: Personal Protection Against Workplace Violence (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Stay alert and attentive. • Remain calm while you try to assess the situation. • Keep a barrier or distance between you and the hostile person. • Report any concerns to management immediately. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Working Against Violence (also in Spanish) • Stress in the Workplace (also in Spanish) • Warehouse Workers Safety Fact Sheet (also in Spanish)
Topic 8	Stretching	<p>Safety Resource: Warm-up and Stretch</p> <p>Key Points:</p> <ul style="list-style-type: none"> • To reduce discomfort, tightness, or muscle fatigue, stop what you are doing and take a few minutes to stretch. • Stretch regularly throughout the day for maximum benefit. • Complete each stretch slowly and gently. • You should not feel pain when you stretch. • If you have any medical conditions, check with your healthcare provider before beginning any stretch or exercise program. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Short Breaks, Stretching, and Moving Help Avoid Injuries • Talking Back: Stretching • Talking Back: Flexibility Training – Myths and Misconceptions • Ergonomic Breaks (also in Spanish) • Stretches for Workers (also in Spanish) • Warm-up and Stretch Posters • The Rule of Opposites (Video) • Let Your Body Breathe (Video)
Topic 9	Heat Illness	<p>Safety Resource: Safety Meeting: Preventing Heat Illness (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Know the signs and symptoms of heat illness. • To prevent heat illness, you should drink one cup of water every 20 minutes. • Take periodic rest breaks in shaded areas. • Be prepared for the heat. Eat light meals. Dress in lightweight, light-colored, loose-fitting clothing and wear a hat. • Keep out of the sun whenever possible. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Indoor Heat Illness Prevention Requirements • 6 Ways to Beat Heat Illness • Heat Illness – Recognition and Prevention • Heat Illness Prevention for Indoor - Fact Sheet for Employees (also in Spanish) • Heat Illness Prevention: What Employers Need to Know (Webinar)

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Topic 10	Safe Ladder Use	<p>Safety Resource: Safety Meeting: Ladder Use (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Inspect the ladder before use. • Maintain 3-points of contact at all times. • Ensure the ladder is stable. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Top Dos and Don'ts for Ladder Use • Ladder Safety (also in Spanish) • Portable Ladder Training Checklist • How to Choose a Ladder (Video) • Portable Ladder Safety eTool (Cal/OSHA) • Portable Ladder Inspection Checklist
Topic 11	Chemical Safety	<p>Safety Resource: Safety Meeting: Hazard Labeling (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • It is important (and required by Cal/OSHA) that employees know what chemicals they are using and how to use them safely. • Review the importance of chemical labeling. • Review the pictograms, labels, and safety data sheets for the chemicals you use. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • What is an SDS? (also in Spanish) • Hazard Communication - Safety Data Sheets (OSHA) • Hazard Communication Standard - Pictograms (OSHA) • Hazard Communication Standard - Labels (OSHA) • Chemical Safety (Cal/OSHA) (in English and Spanish) • PPE (Cal/OSHA) (in English and Spanish)
Topic 12	Stress Management	<p>Safety Resource: Stress in the Workplace (also in Spanish)</p> <p>Key Points:</p> <ul style="list-style-type: none"> • Know the signs and symptoms of stress. • Understand how to minimize stress at work and outside of work. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Workplace Stress: Protect Your Employees and Your Business • Talking Back: Stress

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