



GENERAL SAFETY RULES

These general safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed at this organization. It would be impossible to cover every work situation. If you are in doubt about the safety of any condition, practice or procedure consult your supervisor for guidance.

1. **ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor before the end of your shift. Falsification of company records, including employment applications, time records or safety documentation will not be tolerated.
 - Report all 3rd party damage to sds-escalations-replies@amazon.com and Myriad Dispatch 720-908-8509.
2. **HAZARD REPORTING:** Employees are responsible for notifying a supervisor immediately of any unsafe condition and/or practice.
3. **ALCOHOL OR ILLEGAL DRUGS:** No illegal drugs or alcohol will be allowed on the worksite. Employees will notify their supervisor of any prescription drugs that might affect their judgment.
4. **SEAT BELTS:** All employees who drive or ride in company vehicles or are on company business and drive their own vehicles must wear seat belts.
5. **HORSEPLAY:** Wrestling, running, pushing, throwing any item in play or other disorderly conduct is forbidden while on the job.
6. **MACHINERY:** Report broken or malfunctioning equipment to your supervisor immediately. Only trained, authorized employees are permitted to service or repair equipment and then only after deactivating all energy sources and locking out equipment. Only authorized machinery with all required guards will be used. If you are not familiar with the safety operation of a piece of machinery, ask your supervisor for instruction.
7. **HAZARDOUS MATERIALS:** Follow proper use and handling procedures for all hazardous materials. Do not use a chemical if you are not familiar with the hazardous properties or have not received and been trained on the required protective equipment.
8. **HOUSEKEEPING:** All employees are required to keep their work area clear of debris or other tripping or slipping hazards. All debris must be disposed of properly in designated areas.
9. **PERSONAL PROTECTIVE EQUIPMENT:** Employees must practice proper use, care and storage of personal protective equipment. Use correct personal protective equipment and clothing, including safety footwear.
 - Personal protective clothing includes high-visibility (HV) clothing. Outer layer MUST be an Amazon vest or jacket.
 - Wear enclosed toe, non-slip shoes when delivering.
10. **SIGNS/LABELS:** Pay attention to all signs and labels. They are present as reminders for safety.
11. **DRINKING WATER:** Always drink from regular water fountains or approved water coolers. Water from any other source may be unsafe to drink.

12. **HYGIENE:** It is each employee's responsibility to maintain personal hygiene particularly when working with hazardous chemicals. Eat or smoke only in designated areas, and always wash your hands before eating/smoking.
13. **CONCENTRATE:** Most accidents can be avoided by concentrating on the job to be done. Always be aware of your surroundings and what is going on around you. Safety is a full-time job.
14. **SAFETY WHILE DELIVERING:**
 - **In order to ensure safe entrance, exit, mounting, or dismounting equipment, a driver must maintain 3 points of contact. This may include one foot and two hands, or one hand and both feet.**
 - **Jumping off a vehicle is prohibited — landing exerts 12 times your body weight on your joints.**
 - **Mount and dismount only when the equipment is stopped.**
 - **Watch Your Step. Look out for slip, trip and fall hazards when delivering the goods. Take extra care in wet, snowy or icy weather.**
 - **Don't carry items in your free hand — place them on the vehicle floor and retrieve them once you're on the ground.**
 - **Don't use tires or wheel hubs as a step surface.**
 - **Never use the door frame or door edge as a handhold.**
 - **Pay attention to all walking surfaces when getting in and out of the vehicle, as well as stairs and walkways at customer locations. Do not run during a delivery as it increases the risk of a fall and saves little time.**
 - **Use material handling equipment such as a cart or dolly to move heavier items from the vehicle to the delivery site.**
 - **Always lock the vehicle when parked or in use.**
 - **Park in a safe well lighted area.**
 - **Never leave the vehicle running or leave keys in the ignition when making a delivery**
 - **When arriving at the customer location, avoid backing as much as possible. If you need to back up, do so only when you have a clear view of the parking space.**
 - **Take extra precautions during special events, bad weather, when driving may be treacherous and when traffic is heavy.**
 - **Carry a flashlight to assist in walking on dark sidewalks and to find addresses.**
 - **Learn about how to avoid musculoskeletal pain or injury from repetitive or physically awkward tasks.**
 - **Always apply safe lifting techniques as trained during Amazon training.**

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