



Safety First Briefing

All volunteers are to receive this safety briefing **BEFORE** they begin their shift.

Safety is our most important goal. After everyone is safe and we are working in a safe environment, then service to others!

1. **Lifting safety:** Back straight, bend at the knees, lift with legs, not with your back. Remember to ask for help!
2. **Too high:** Never try to lift a box that is higher than your head. Never! Ask for help!
3. **Slip, trip and fall:** Pick up all debris in your area. Notify your supervisor for spills and make sure they are mopped up. Someone else might slip! Be aware of your surroundings!
4. **Fire Drill!** Be sure to know what to do in case we have a fire or fire drill. Where is the nearest exit? Where do volunteers meet?
 - a. *Volunteer supervisors are responsible to be sure **all** volunteers are out of their work area in case we evacuate the building! Keep count of how many volunteers are working in your area!*
5. **Remember this is a warehouse:** Always be mindful of forklifts, pallet jacks and other equipment that could hit or run over you. Be cautious of getting your hand, clothing or jewelry caught in something.
6. **Report any safety issues** you see to your direct supervisor or the volunteer manager.

Leading the fight against hunger in Southeast Texas!