**Warehouse Safety Guidelines**

**In an effort to make the Greater Berks Food Bank a safe, organized efficient and effective workplace, safety rules are in place. It is fully expected that all employees, agency partners, volunteers and visitors comply with these safety rules.**

 All volunteers must be 12 years of age or older

  Eating, drinking or smoking are prohibited in the warehouse and office areas

  Closed– toe shoes are required for working in the warehouse

  Powered equipment is to be used by qualified Greater Berks Food Bank staff only

  Freezer and cooler access is exclusive to Greater Berks Food Bank Staff

  Please remain behind the yellow line when entering warehouse. For your safety, no one is allowed beyond the designated areas without Food Bank staff

  Alert staff immediately of any spills or damaged products

  Report all unsafe conditions or practices to staff