

SAFETY GUIDELINES

Your Safety Is Our Concern – Accidents Don't Just Happen

Your safety is our concern with any job performed at CROSSMARK. Accidents just don't happen; they are usually the result of an unsafe act, an unsafe condition, or both. Preventing accidents will keep you safe and healthy. It's everybody's job.

How To Prevent Accidents

Muscle Strains:

- Warm-up and stretch before handling materials or performing strenuous work.
- Use carts, dollies, and other material handling aids.
- Before you lift – size up the load and where you will place it.
- When lifting bend at your knees, keep the product close to your torso. Lift with your legs while keeping your back straight.
- Turn with your feet – not your waist.

Extended Reaching:

- Slide product to back of shelf rather than placing.
- Use a stable step stool to reach higher shelves.
- Avoid fatigue, alternate use of arms and hands.
- Reach in front of the body, not to the sides.

Bending, Stooped, and Kneeling Postures:

- Use your knee pads.
- Position product for easy, lateral transfer.
- Rotate tasks to avoid prolonged awkward postures.
- Stage materials smartly to minimize handling distance.

Cuts:

- Use box cutting knives – not utility or open-bladed knives.
- Cut away from the body.
- Retract blades when not in use.
- Wear gloves and use brooms/dust pans for broken glass.
- Be aware of sharp display edges – protect them if possible.

Slip/Trip Falls:

- Check floor conditions before starting a project.
- Keep aisles clear of product and clean areas upon work completion.
- Use "wet floor" signs and barricades for spilled products.
- Wear shoes with non-slip soles.
- Be alert for sidewalk cracks, parking lot holes, and weather conditions.
- Never use milk crates, chairs, or other items as step stools.

Falls From Ladders or Elevations:

- Use ladders or step stools that are in good condition. Face forward when using a ladder or step stool.

"Struck By" Falling or Other Objects:

- Make sure shelves are properly set and secured prior to stocking or moving products.
- Avoid reaching where you cannot see.
- Secure products an appropriate distance from shelf edges.

Any violation of these or other posted safety guidelines will be cause for disciplinary action. Repeat violations may result in suspension or termination.