



Category: Yellow
Scope: AMERICAS
Activity: {ALL LOB}
Issued on: {29JUL2024}

SAFETY ALERT

LOADER SAFETY

WFS recently experienced a potential catastrophic event when using a loader. A cargo container was pushed off a raised loader platform and fell to the ground causing major damage to the ULD. While the loader did experience a fault in the guide rail system, the preliminary investigation has revealed there were some human factors that contributed to this event.

Important reminders when operating loaders:

- Perform a thorough pre-operations inspection including testing the function of the guide rails and the end stop of the elevator platform. The guide rails and end stop should remain in the upright position during cycling of the elevator. Include checking for stuck or sticking switches.
- ULDs should never be moved on the loader elevator when cycling the loader elevator. All ULD movements should be done at ground level or when the elevator is fully raised.
- Don't hit the rear stop with the ULD and rely on this to stop the motion of the ULD. You need to use visual reference when positioning the ULDs on the elevator platform.
- Don't allow any GSE movements at the end of the loader when the loader elevator is raised or cycling.
- Place the protective covers on all control panels when the loader is not in use. This keeps precipitation from affecting the controls and switches.





SAFETY ALERT



Category: Green
Scope: AMERICAS
Activity: {ALL LOB}
Issued on: {13JUN2024}

Foot Injury Prevention

PURPOSE: WFS has noticed an increase in foot injuries caused by improper foot placement while unloading ULDs from the aircraft. As a reminder, WFS policy requires all ramp and warehouse personnel to wear sturdy work boots (Ground Handling – sturdy shoes) with toe protection. Reference: IQSMS 8.4.2

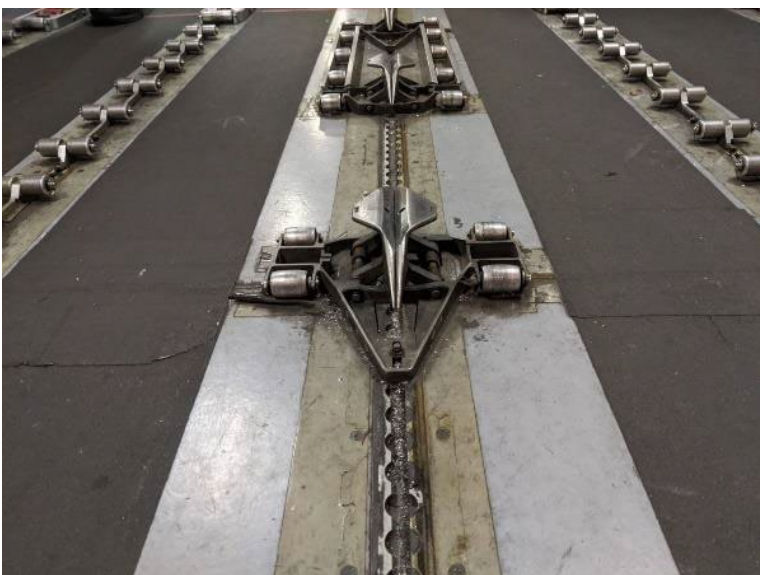
WHY: When loading and unloading ULDs, it is important to recognize the risks and consequences of failing to follow best practices in avoiding crush/pinch point areas.

HAZARD IDENTIFIED: ULDs are typically easy to maneuver on the rollers and these may have significant weight. This increases the risk to feet when momentum allows these ULDs to move quickly. When manually moving the ULD, pushing versus pulling (where possible), significantly reduces the risk of a foot injury.

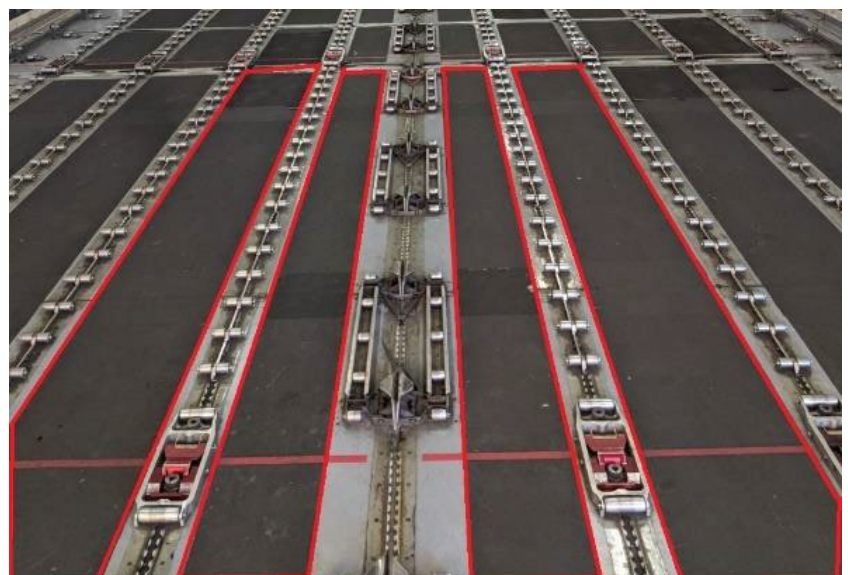
DANGEROUS AREAS: Always maintain awareness of pinch points between ULDs and lock assemblies on the compartment floor. Where possible, avoid pulling ULDs as it is easy to misstep and cause a crush injury between the ULD and the lock/guide assemblies.

REQUIRED ACTIONS: Management must actively monitor personnel for correct foot placement while unloading/loading ULDs on the aircraft. Unless it is not possible, do not allow personnel to pull ULDs, instead always attempt to position personnel where they can push. This keeps feet out of the travel path of ULDs and reduces the risk of an injury.

DON'T: Place feet near guide locks



DO: Walk on designated areas



REMEMBER: Safety at work is everyone's responsibility. Keep your eye out for areas where you or a fellow coworker may be vulnerable. Report unsafe conditions to your Management immediately.

Corporate Safety Team – safety1@wfs.aero



SAFETY ALERT



Category: Green
Scope: AMERICAS
LOB: {CARGO, EXPRESS}
Issued on: {06/13/24}

Forklift Safety

PURPOSE:

This alert is a reminder for all WFS personnel that when operating any GSE, the seatbelt must always be worn. It's not just a rule, it's a potential life-saver.

WHY:

On May 25th, 2024, an incident occurred during which one of our forklifts rolled off the dock. The forklift operator placed a PMC on a dry-floor flatbed truck when the truck unexpectedly started moving forward. The truck had traveled over 10 ft. when the operator realized what was happening. The forklift began to tip over, prompting the operator to jump out, unaware that he was putting his life in even greater danger. This incident emphasizes the critical importance of always wearing seatbelts.

PROCESS OUTLINE:

Our standard operating procedure (SOP) clearly states: "When a forklift is required, seat belts must be worn. This is a mandatory requirement." This practice should be followed in our daily operations as it is fundamental for ensuring a safe work environment. These rules must be adhered to by all employees, and any non-compliance should be reported and corrected by the leadership.

In the event that the forklift begins to tip over, please ensure that all body parts remain inside the operator area. This includes keeping your hands on the steering wheel, positioning your feet in the operator floor area, and leaning your body in the opposite direction of where the forklift is falling.

Together, we get everyone home safe, every day!



**FASTEN
SEAT BELT
WHEN USING
FORKLIFT**



Category: Green
Scope: AMERICAS
Activity: {ALL LOB}
Issued on: {04JUN2024}

SAFETY ALERT

Distractions at Work

PURPOSE:

This alert has been created to inform WFS personnel how to handle distractions while performing at work.

WHY:

Distractions take your attention away from critical tasks and can lead to skipped steps and miscommunications. Distractions can ultimately lead to serious accidents or injuries.

TAKE ACTION:

- Tell others that you are doing a complex task that is safety critical
- Don't be afraid to tell the customer they are interrupting your work
- Finish the task before you allow your attention to turn to something else
- Look at what others are doing before distracting them from their duties
- Behave assertively and take charge of the situation
- Check your work if you have become distracted
- Isolate yourself from the distraction
- Use checklists or worksheets
- Hit the stop button



REMEMBER:

If you are being distracted while performing your job duties, you have the authority to step back and stop the process. Always follow your training and hit the stop button if the process can not be completed safely.

STOP  **WORK**
10 SECONDS SAVES LIVES
AUTHORITY



[WFS Digital Library](#)



SAFETY BULLETIN



Category: Green
Scope: AMERICAS
LOB: {Cargo Handling}
Issued on: 24MAY2024

Working at Heights

PURPOSE:

It is against company policy to stand on top of ULD pallets, ULD containers, freight, tug, or any other unapproved object/equipment.



Please use an approved set of steps, stairs, or forklift safety cage to work at heights properly and safely. If you have any questions, please discuss them with your managers.



Use ONLY APPROVED devices when working at heights.



SAFETY ALERT



Category: GREEN
Scope: AMERICAS
Activity: {ALL}
Issued on: {24May24 }

Heat Stress

Factors that can bring on Heat Stress or exhaustion can include high temperature and humidity; direct sun or heat; limited air movement; physical exertion; poor physical condition; some medicines; and inadequate tolerance for hot workplaces.

Preventing Heat Stress

- Know signs/symptoms of heat-related illnesses; monitor yourself and coworkers.
- Block out direct sun or other heat sources where possible.
- Use cooling fans/air-conditioning where possible; rest regularly.
- Drink lots of water; about 1 cup every 15 minutes.
- Avoid alcohol, caffeinated drinks, or heavy meals.

Symptoms of Heat Exhaustion

- Headaches, dizziness, lightheadedness or fainting
- Weakness and moist skin
- Mood changes such as irritability or confusion
- Upset stomach or vomiting

Symptoms of Heat Stroke

- Dry, hot skin with no sweating
- Mental confusion or losing consciousness
- Seizures or convulsions



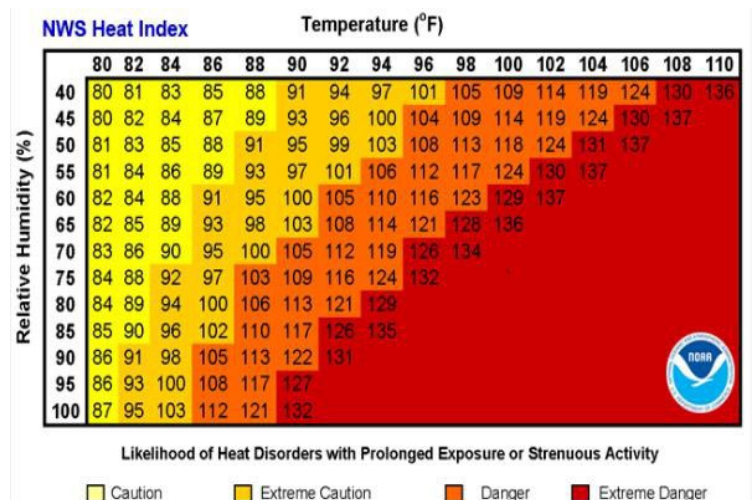
What to Do for Heat-Related Illness

- Call 911 (or local emergency number) at once and notify a Supervisor.

While waiting for help to arrive:

- Move the worker to a cool, shaded area
- Loosen or remove heavy clothing
- Provide cool drinking water
- Fan and mist the person with water

Questions? Contact: safety1@wfs.aero





SAFETY ALERT



Category: GREEN
Scope: AMERICAS
Activity: {Cargo}
Issued on: {20May 2024}

Dangerous Goods Overpacks

If a shipper has one or more completed packages of dangerous goods for transport to a destination it may be possible to ship them as one unit for convenience of handling and stowage known as an Overpack.

Dangerous good packages contained inside the overpack must be properly packed, marked and labeled by the shipper. The shipper indicates they have complied with the requirements by affixing the "Overpack" label to the outer packaging. Unless all marks representative of the dangerous goods in the Overpack are clearly visible, they must be reproduced on the exterior of the outer packaging, such as shrink wrap.

During acceptance checks, if you can see the inner packages, attention should be paid to the presence of class/division labels near the proper shipping name. Lack of labels could be a sign the shipment is not packaged correctly for transport and further clarification may be needed.



The inner packages lack class/division label near the proper shipping name.

The inner packages are marked and labeled accordingly.

UN 1384, Sodium hydrosulphite From: Reallycool Chemical 4660 Main Street Los Angeles, CA 90009 To: Finish Chemical 1801 Ocean Street Miami, FL 33299 (u) 4G/Y15/S/16 (n) USA/AC+1234	UN 1090, Acetone UN 1384, Sodium hydrosulphite (u) 4G/Y15/S/16 (n) USA/AC+1234
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SAFETY BULLETIN



Category: YELLOW
Scope: AMERICAS
Activity: {ALL LOB} Issued
on: {29FEB2024}

On the Job Training (OJT) Policy Reminder

Page 1 of 2

In conjunction with the expansion of E-OJT recording in the LMS for ground operations, this bulletin is being issued to re-emphasize the current minimum WFS OJT (On–Job–Training) standards for all aircraft ground (ramp) handling operations.

Important Policy Reminders:

- Do not operate any equipment or perform any tasks until you are fully trained and qualified.
- OJT must only be conducted by a qualified OJT Trainer or Designated Evaluator (DE). Refer to the WFS IQSMS section 5.9 for additional clarification.
- Each employee must possess an Operator Permit Card indicating the specific equipment qualifications. New ramp employees are considered “in training” until all Level 1 qualifications are complete
- New ramp employees must (at minimum) be trained and certified on All Level 1 equipment within **30 days** of beginning training.

OJT Level 1 - Basic: Required for all new ramp employees.

- Any equipment not used in the station, or processes not performed may be disregarded.

Equipment – L1	Documented OJT
WFS Orientation Checklist	Single review
Aircraft Familiarization	1 observation for each aircraft type/family
Equipment Pre-trip Inspection	1 observation
Ramp Driving	1 observation
GSE Refueling (Gas, Diesel, Propane, CNG)	1 observation
Marshalling GSE	1 observation
Marshalling Wing Walker	1 practical and 3 OJT observations
Tug/Tractor	Single review
Belt loader	1 practical and 3 OJT observations
Ground Power Unit / KVA	Single review
Crew stairs (non-motorized)	1 observation
Baggage Cart	1 observation
Dolly	1 observation
Golf Kart / Kubota – Small Electric Vehicles	1 observation
Potable Water Service Cabinet & Hygienic Principles	1 practical and 1 OJT observation
Forklift Operator	1 observation by tonnage and type
Pallet Transporter	Checklist available upon request due to limited use

OJT Level 2 – Intermediate: Involves equipment and operations that have historically contributed to more incidents.

- Required for **all** Ramp Supervisory / Management employees.
- No minimum time requirement for completion.
- New employees may be trained in Level 2 items at any time.
- Any equipment not used in the station, or processes not performed may be disregarded.



SAFETY BULLETIN



Category: YELLOW
Scope: AMERICAS
Activity: {ALL LOB}
Issued on: {29FEB2024}

On the Job Training (OJT) Policy Reminder

Page 2 of 2

Equipment – L2	Documented OJT
Marshalling Aircraft	1 practical and 3 OJT observations
Lavatory Services (2 pages)	1 practical and 3 OJT observations
Potable Water Service Truck/Cart & Hygienic Principles	1 practical and 3 OJT observations
Air Start Unit	1 practical and 1 OJT observation
Air Conditioning / Heater Cart	1 practical and 1 OJT observation
Tow Bar	1 observation
Bobtail Truck	1 observation
Tail Post / Tail Stand	1 practical and 1 OJT observation
Mobile Stair Truck	1 practical and 3 OJT observations

OJT Level 3 – Advanced: Involves advanced equipment processes which can cause significant aircraft incidents.

- Required for **all** Ramp Supervisory / Management employees.
- Minimum **6 months** functional ramp experience.
- Any equipment not used in the station, or processes not performed may be disregarded.

Equipment - L3	Documented OJT
LDL / MDL (2 pages)	1 practical and 3 OJT observations
LDL / MDL – with APD system (Addition to LDL/MDL)	1 practical and 3 OJT observations
Pushback / Tow Operator	Under separate program
Loading Supervisor (WFS SAL Cert) - Widebody	Under separate program

With the expansion of electronic OJT recording within the LMS system, we will continue to move away from paper recordkeeping into a fully digital platform for training recordkeeping. This will allow the ability for evaluators/OJT Trainers to conduct OJT evaluations from a mobile device.

Training minimum standards remain the same as currently outlined above.

Please direct questions to your HDQ Regional Training Manager