

WFS WAREHOUSE LIFESAVING RULES

Each and every one of us at WFS must behave safely and securely at all times, and this is a key part of our Core Values. These Lifesaving Rules are in place to keep us, our visitors, our customers, and the traveling public safe and secure.

Follow them at all times, and speak up if you see anyone behaving in a way which you feel breaks these rules or might be unsafe.



Working Responsibly

- ✓ **Always** report safety or security incidents or hazards
- ✓ **Always** pick up Foreign Object Debris (FOD) if you see it
- ✓ **Always** be aware of your surroundings and look out for hazards
- ✓ **Always** keep your work area neat and tidy

- ✗ **Never** walk by – if you see something, say something
- ✗ **Never** undertake a task unless you are trained to do it
- ✗ **Never** come to work under the influence of drugs or alcohol

Operating GSE

- ✓ **Always** check that your equipment is serviceable before you use it
- ✓ **Always** wear your seat belt
- ✓ **Always** leave GSE with the brake set and chocks applied
- ✓ **Always** park in the allocated equipment area

- ✗ **Never** ride without a seat
- ✗ **Never** use mobile devices while driving
- ✗ **Never** walk between dollies or carts
- ✗ **Never** leave engines running when GSE is unattended

Security

- ✓ **Always** keep security doors closed and locked
- ✓ **Always** know your local emergency number in case you need to immediately report an intruder
- ✓ **Always** display your ID badge on your outermost garment

- ✗ **Never** ignore someone without displaying proper ID-challenge them!
- ✗ **Never** divulge sensitive security information (SSI)
- ✗ **Never** tailgate at security doors

Manual Handling

- ✓ **Always** stop and think before lifting
- ✓ **Always** adopt a stable position
- ✓ **Always** keep the load close to your waist

- ✗ **Never** twist your back
- ✗ **Never** lift heavy items alone
- ✗ **Never** lift something manually if there is a better solution

Operating forklifts

- ✓ **Always** drive at a safe speed
- ✓ **Always** check behind you before reversing
- ✓ **Always** carry your load low and slow
- ✓ **Always** use a guide person if your visibility is restricted

- ✗ **Never** drive onto a trailer unless the truck is chocked and driver visible to you
- ✗ **Never** climb on a forklift to access cargo at height
- ✗ **Never** use forklifts to drag dollies or pallets
- ✗ **Never** change propane tanks without PPE

In The Warehouse

- ✓ **Always** stay vigilant for vehicles and cargo
- ✓ **Always** build heavy on bottom, light on top
- ✓ **Always** check racking for signs of damage
- ✓ **Always** check cargo for signs of damage or spillage
- ✓ **Always** check ULDs for damage before you use them

- ✗ **Never** climb up on to cargo or containers
- ✗ **Never** build cargo unless you can confirm it has been screened correctly
- ✗ **Never** store Dangerous Goods with general cargo
- ✗ **Never** throw nets and straps without ensuring all personnel are clear

Everyone home safe, every day

