

Personal Safety

Dress code:

- Closed-toe shoes are required while in any food bank distribution center. You will not be permitted to volunteer in the distribution center without closed-toed shoes.
- Volunteers must be well-groomed and dressed appropriately for work performed in a temperature-controlled distribution center. We recommend wearing layers as temperatures may vary. Clothing should allow for frequent bending, stooping, and lifting.
- Grooming styles dictated by religion and ethnicity are not restricted.
- Inappropriate attire includes any clothing with visible undergarments, has discernible rips, tears, or holes, with offensive design, or profane language. Please exercise good judgment.
- Very loose clothing, such as dresses or scarves may be safety hazards while volunteering in our distribution centers. Please be mindful of your clothing while working near or around distribution center machinery. Any loose clothing or items like scarves, jewelry, ties, and hoodie strings must be tucked in or removed. Any hanging items could get caught in machinery.
- Please keep in mind while working in the distribution center that your clothes may get dirty.

Your Vehicle and Personal Belongings:

- Please store items such as purses and wallets in your locked vehicle.
- Weapons including pocket knives are not permitted in our facilities.
- Drugs and alcohol are not permitted in our facilities or on our grounds.
- We strongly discourage storing valuable belongings in the volunteer break room or in the distribution center. Lockers and hooks are available in the distribution centers for other belongings.
- Park your vehicle in designated and marked parking spots.
- Our parking lots receive a great amount of commercial truck traffic. Be careful when walking in our parking lots.

Age Restrictions:

- Volunteers in our distribution center must be 14 years of age or older.
- All volunteers under 18 years of age must have a parent or guardian signature on their volunteer release and waiver of liability.
- Volunteers 14 and 15 years of age must be accompanied by a parent or guardian. Volunteers aged 16-17 may volunteer alone, but we reserve the right to require a parent/guardian as needed.
- Volunteers working near our conveyor belts in the Auburn distribution center must be 16 years or older.
- Volunteers must be 18 years or older and trained by a GSFB staff member to load/compress the cardboard baler. No volunteers are permitted to assist in making a cardboard bale.

Emergency Situations

- During an emergency situation, it may be necessary to provide emergency instructions or to evacuate the facility. Instructions on what to do during an emergency situation will be communicated to staff, volunteers, and guests by a combination of verbal communication, radio, the paging system, or a fire alarm.
- All volunteers are responsible for ensuring their own safety and following Police, Fire, Rescue, and staff instructions when applicable.
- Always be aware of your surroundings during an evacuation. The meeting location for all facilities is the grass or tree line of the front parking lot outside of the main entrance. Staff will lead you to a designated rally point and ensure that all are accounted for; do not leave the premises until instructed.

Food and Liquids/Staying Hydrated

- Water is available near the volunteer areas as well as in the break room in both facilities. No eating in the distribution center.
- All liquids other than water must remain in the break room.



General Distribution Center Safety

- Wash hands before and after your volunteer shift, breaks, and job changes.
- Don't walk backward or run in the distribution center.
- Please use proper lifting techniques. If you are unable to lift or an item is too heavy, ask for assistance.
- Avoid stepping in any spills – the concrete floor is very slippery when wet. Please clean up any spills or notify a staff member.
- Be alert and aware. If you see something that doesn't look right, notify a staff member immediately.
- Please be aware of your surroundings. There are often moving equipment and other hazards in the distribution center.
- Volunteers must be free of distractions. This means that volunteers may not use earphones or cell phones while performing their volunteer tasks. These may be used off of the floor, outside, or in the break room.
- Volunteers may not use box cutters. Any exceptions to this must be authorized by the facilities manager. Proper personal protective equipment must be used.
- If necessary for their volunteer task, volunteers may be trained to use GSFB approved cutting devices only.
- Volunteers must follow the direction and training of GSFB staff members. Please consult with a member of the volunteer engagement department if any issues arise. If you are unable to follow these safety policies, you may be asked to leave.

Dock Safety

- Our distribution centers have several docks (large doors several feet above the ground to unload trailer trucks). Please keep clear of dock edges.
- Do NOT jump off of a dock.
- Volunteers may not operate dock doors and must be supervised by a staff member when working near the docks.

Forklift Safety/Industrial Equipment Safety

- Volunteers are prohibited from operating any power equipment including forklifts or industrial truck equipment. Any exceptions to this must be authorized by the facilities manager and trained by them or the manager's designee.
- Watch your surroundings as you move through the distribution centers to avoid moving forklifts.
- Do not approach a forklift that is in use. Volunteers must stay a minimum of 20 feet away from all moving equipment. Make eye contact with the equipment operator before moving forward.
- Do not climb onto a forklift at any time.

Conveyor Safety

- Volunteers below 16 years of age may not work on or around the conveyor belt.
- Do not lean on the edges of the conveyor belt or reach over the belt.
- Do not touch the conveyor belt.
- Do not reach near the pinch points or moving parts.
- Do not hesitate or linger when removing items from the conveyor belt.
- If anything becomes lodged within the conveyor belt, immediately pull the red emergency stop cord that runs on the underside of the conveyor belt and alert a staff member

Pallet and Food Storage Safety

- Pallets may have splinters; use caution and ask a staff member for gloves if necessary.
- Do not use a pallet if it is heavily damaged.
- Stack loads evenly and straight.
- Remove one object at a time from pallets.
- If it's not easy to move a pallet on your own, get assistance from a staff member.
- Do not stand on any pallets.
- Food or boxes of food may not be placed directly on the floor. These items must be a minimum of 4 inches off of the floor.
- Do not stand pallets on their side, leaning against other surfaces.

