






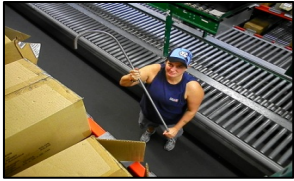






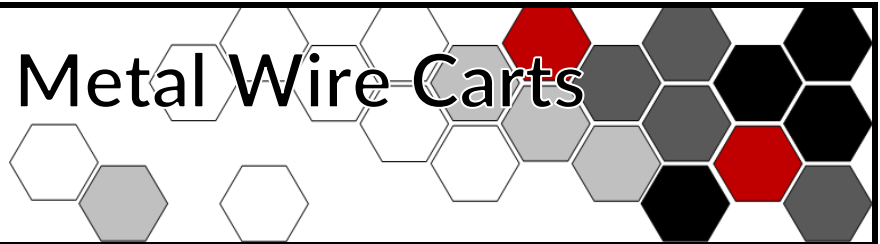
# JSA 007 Use of a Shepard's Hook














<div style="border: 2px solid green; width: 40px; height: 20px; margin-bottom: 5px;"></div> Required  <div style="border: 2px solid yellow; width: 40px; height: 20px;"></div> Recommended	 Gloves	 AEO Box Knife	 Eye Protection	 Dust Mask	 Safety Vest	 Hair Pulled Back
Basic Job Steps	Hazards Present	Correct and Safe Procedures for the completing the job				
Locate the Shepard's Hook 	No Hazards Present	Find the Shepard's hook and carefully remove it from the area where it is located.				
Holding the Shepard's Hook 	<b>Contact With</b> the Shepard Hook <b>Struck By</b> the Shepard Hook <b>Overexertion</b> out of reach item	Grasp and hold the Shepard's hook with both hands. Hands should be distributed evenly on Shepard's hook with one hand on each side of the hook so that the palms are turned towards each other. Establish and maintain a sturdy grip on the hook.				
Reaching for the box 	<b>Struck By</b> the end of the pole as you pull the box towards you <b>Fall Below</b> case could fall off the rollers as case moved forward to front	When reaching for the case or carton with the hook, always make sure to go up and over the bar and stay square to the location. Use the hook by placing it to the side of the case or carton and pull towards you. As a case comes toward you bring the pole to the side of your body preventing the Shepard hook from coming in contact with body.				
Storing the Shepard's hook 	No Hazards present	Return the hook to the location from which it came. The hook must face the location and ensure that it is secure. If hook cannot be safely secured or is damaged take to maintenance.				
Trainee Demonstrated	Trainer Demonstrated				Date Completed	



# JSA 011 Metal Wire Carts



<div style="border: 2px solid green; width: 40px; height: 20px; margin: 5px;"></div> Required  <div style="border: 2px solid yellow; width: 40px; height: 20px; margin: 5px;"></div> Recommended						
	Gloves	AEO Box Knife	Eye Protection	Dust Mask	Safety Vest	Hair Pulled Back

Basic Job Steps	Hazards Present	Correct and Safe Procedures for the completing the job
<b>Inspect Cart before use</b> 	No Hazards Present	Inspect wheels, rack and handles to insure that all components are secure and working properly. Never operate a damaged cart. Report any damaged carts to Group Leader or Supervisor. Never sit, stand or ride on cart.
<b>Load Cart</b> 	<b>Contact With</b> shelf of cart <b>Caught Between</b> fingers caught between rack and cases <b>Overexertion</b> lifting and stacking cases that are too heavy	Lock wheels of the cart so it does not move while loading product onto cart. To do this use foot to flip wheel lock to the lock position. Do not stack product higher than eye level. Always leave a clear site of travel. Balance load on cart for easier maneuvering. Once cart is loaded use foot to unlock wheel lock.
<b>Move Cart to Desired Location</b> 	<b>Overexertion</b> Pushing Cart	Always push, don't pull cart. Use two hands at all times when pushing cart. Be aware of obstacle or pedestrians in the pathway. When entering a cross walk, make sure to use the same standards as PIT drivers for pedestrians. Pedestrians always have the right of way. Do not block doorways or exit areas. At intersections, communicate to pedestrians or other PIT drivers the direction in which you intend to travel. Anytime traveling fork lift aisles remove headphones.
<b>Unload Cart</b> 	<b>Overexertion</b> lifting and stacking cases that are too heavy	Ensure wheel lock is engaged so cart does not move while unloading product off cart. Use proper lifting technique. Do not twist your body, but turn to face the direction you are going to move. Carry product to desired location keeping it close to your body.
<b>Staging Cart</b> 	<b>Overexertion</b> pushing cart	Once finished using cart make sure it is returned to its proper staging area. SOP's will include department specific instructions but general staging rules are as follows. Never block an emergency exit, fire extinguisher, walkway or working space. Some areas may be marked off with yellow tape.
Trainee Demonstrated		Trainer Demonstrated
		Date Completed












# JSA 017 Picking & Moving from a Pallet Location

<div>Required</div> <div>Recommended</div>						
	Gloves	AEO Box Knife	Eye Protection	Dust Mask	Safety Vest	Hair Pulled Back
Basic Job Steps		Hazards Present		Correct and Safe Procedures for the completing the job		
Cut Open Case		<b>Overexertion</b> improper cutting technique <b>Contact With</b> knife blade, box edges		Using AEO approved utility knife cut open box. Cut boxes with either H or I pattern on the side of the case or open the sealed tape on the top of the box. <div> </div>		
Pick out of case 		<b>Contact With</b> box edges, bay separation rail <b>Struck By</b> falling box, sliding merchandise		Grab merchandise in case. Remove the correct number of units from case. Check the SKU. <b>If you empty the case, throw the empty case on the cardboard takeaway line.</b> If you empty the slip-sheet, move it to the nearest slip-sheet return location.		
Pick up Case/Move Case 		<b>Contact With</b> box edges, bay separation rail <b>Overexertion</b> improper lifting technique, repetitive motion <b>Struck By</b> falling cases		Using proper lifting technique, lift case; bend at the knees, keep back straight and keep case centered and near trunk of body. If the box cannot be reached safely, use a shepherd's hook. DO NOT crawl, step or walk onto pallet. If picking from a bottom pallet location, be aware of the bar separating the top and bottom pallet locations. If you empty the slip-sheet, move it to the nearest slip-sheet return location.		
Removing Slip-Sheet/ Pallet 		<b>Overexertion</b> improper lifting, repetitive motion <b>Struck By</b> slip sheets, objects in pathway or mods		Use proper lifting technique keep back straight, bend at the knees, squat down to grab the slip-sheet by the handle. Lift up on the slip sheet while standing. Lift up on the slip sheet while standing. DO NOT crawl, step or walk on pallet or pallet risers.		
Trainee Demonstrated			Trainer Demonstrated			Date Completed






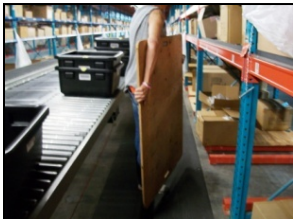
# JSA 019 Pushing off Bins & Cases

<div style="border: 2px solid green; width: 40px; height: 20px; margin-bottom: 5px;"></div> Required  <div style="border: 2px solid yellow; width: 40px; height: 20px;"></div> Recommended	 Gloves	 AEO Box Knife	 Eye Protection	 Dust Mask	 Safety Vest	 Hair Pulled Back
Basic Job Steps	Hazards Present	Correct and Safe Procedures for the completing the job				
Prepare the Container (carton, case, bin, tote) to be Pushed Off  	No Hazards Present	Make sure the carton/case flaps are closed. Make sure the container is facing the right direction for barcode to be scanned. Only push off carton/bin when all picks/packs have been completed. Do not overstuff bins/totes.				
Size up Container  	No Hazards Present	Check to see how full the container is, lift up on the corner of the carton/case or bin/tote. Use both hands and push the container forward slightly to help determine how much force will be required to move it.				
Push the Container  	<b>Overexertion</b> pushing of container <b>Caught In</b> rollers of conveyor <b>Contact With</b> edges of conveyor table or legs of shelves	Place your hands on the sides of the container. Keep arms close to body, elbows in and wrists straight. Keep back straight and push the container onto the moving conveyor. DO NOT over extend your arms while pushing.				
Trainee Demonstrated		Trainer Demonstrated			Date Completed	









# JSA 018 Remove & Move Slip Sheet by Hand

<div><div></div></div> <div>Required</div> <div><div></div></div>	<div><div></div></div> <div>Gloves</div>	<div><div></div></div> <div>AEO Box Knife</div>	<div><div></div></div> <div>Eye Protection</div>	<div><div></div></div> <div>Dust Mask</div>	<div><div></div></div> <div>Safety Vest</div>	<div><div></div></div> <div>Hair Pulled Back</div>
Basic Job Steps		Hazards Present		Correct and Safe Procedures for the completing the job		
Remove Slip Sheet from Top Pallet Location  		<div>Overexertion improper lifting, repetitive motion</div> <div>Struck By slip sheet</div> 		Grab slip-sheet by handle and lift up over pallet location stops. With both hands on the sides of the slip-sheet, pull forward, and slowly lower to floor. Always us proper lifting technique, keep back straight and bend at knees.		
Remove Slip Sheet from Bottom Pallet Location  		<div>Overexertion improper lifting, repetitive motion</div>		Use proper lifting technique keep back straight, bend at the knees, squat down to grab the slip-sheet by the handle. Lift up on the slip sheet while standing. DO NOT crawl, step or walk on pallet or pallet risers.		
Move Empty Slip Sheet to Return  		<div>Overexertion improper lifting</div> <div>Struck By objects in pathway or mods</div>		Using both hands, grab either handle and side or both sides of the slip-sheet. Pick up slip-sheet and carry to slip sheet return location. Be aware of obstacles in the pathway. Center slip-sheet to return location. Lift up over rollers. Place bottom of slip-sheet on rollers and slowly roll slip-sheet into location. If other slip-sheets are already stacked in return location place bottom of slip-sheet on the top of the stack and slide onto stack. Keep stack neat and orderly so that they are easily removed from location.		
Trainee Demonstrated				Trainer Demonstrated		Date Completed






# JSA 027 - Using Rolling Bakers Rack



<div> <div></div> <div>Required</div> <div></div> <div>Recommended</div> </div>	<div> </div> <div>Gloves</div>	<div> </div> <div>AEO Box Knife</div>	<div> </div> <div>Eye Protection</div>	<div> </div> <div>Dust Mask</div>	<div> </div> <div>Safety Vest</div>	<div> </div> <div>Hair Pulled Back</div>
Basic Job Steps		Hazards Present		Correct and Safe Procedures for completing the job		
<b>Move Cart</b> 		<b>Overexertion</b> back/arms <b>Struck Against</b> foot		Inspect cart to make sure it is safe to move. Be aware of obstacles and others in the area. On one of the corner wheels is a brake lever. This must be in the "up" position for the cart to move. Move cart to desired location. Push brake lever into "down" position to lock wheel. Always use two (2) hands when moving cart.		
<b>Cart Placement</b> 		<b>Overexertion</b> back/ arms <b>Struck Against</b> foot		Place cart in a position that allows you to add, or remove, orders without compromising safety or becoming a trip hazard. Always make sure wheels are locked after moving into desired location.		
<b>Engage/Disengage Cart Brakes</b> 		<b>Struck By</b> cart 		To lock brake, push lever down into place. To unlock brake, pull lever up. In each of the sort stations there is a gray tool that will assist with unlocking the brake.		
Trainee Demonstrated			Trainer Demonstrated			Date Completed













# JSA 012 Remove and Replace Water Container

<div><div></div></div> <div>Required</div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>
<div><div></div></div> <div>Recommended</div>	<div>Gloves</div>	<div>AEO Box Knife</div>	<div>Eye Protection</div>	<div>Dust Mask</div>	<div>Safety Vest</div>	<div>Hair Pulled Back</div>
<div>Basic Job Steps</div>		<div>Hazards Present</div>	<div>Correct and Safe Procedures for the completing the job</div>			
<div>Remove Empty Water Container</div> <div></div>		<div>Overexertion improper lifting technique</div>	<div>With one hand, steady base of water dispenser. With other hand grab water container by the handle and lift straight up.</div>			
<div>Replace Empty Water Container with Full One</div> <div></div>		<div>Overexertion improper lifting technique, repetitive motion</div>	<div>Remove sticker from top of the water container. Use proper lifting technique, keep back straight, bend at the knee, grab handle and base of the water container and lift. Turn water container over so that the spout is now in the downward position.</div>			
<div>Install New Container</div> <div></div>		<div>Overexertion improper lifting technique</div>	<div>Holding container with both hands place down onto the opening of the water dispenser.</div>			
<div>Trainee Demonstrated</div>			<div>Trainer Demonstrated</div>			<div>Date Completed</div>



# JSA 010 Using Rolling Stairs



<div style="border: 2px solid green; width: 40px; height: 20px; margin-bottom: 5px;"></div> Required  <div style="border: 2px solid yellow; width: 40px; height: 20px;"></div> Recommended	 Gloves	 AEO Box Knife	 Eye Protection	 Dust Mask	 Safety Vest	 Hair Pulled Back
Basic Job Steps	Hazards Present	Correct and Safe Procedures for the completing the job				
<b>Move Steps</b> 	<b>Overexertion</b> of back and arms	Ensure all four wheels are on the ground. Underneath the first step is a pedal, this pedal moves the back legs down or up. Using foot push pedal into the down position raising the back legs up. Once pedal is in position, you can freely roll the stairs to their desired position.				
<b>Step Placement</b> 	<b>Overexertion</b> of back and arms <b>Fall Same Level</b> trip on wheel locking lever	Move steps to desired location. Ensure that steps are properly placed in a position that will not compromise the safety of the person retrieving item, clearing jam, or using reach hook. When the steps are in the correct position, engage wheel-locking lever. Do this by stepping down on the lever as you step on first step (bar will be sit about an inch higher than first step, be sure to step high enough to clear height difference). This will raise the back wheels and make stairs stationary.				
<b>Ascend (Climb) Stairs</b> 	<b>Fall Below</b> fall off ladder	Keep one hand in contact with railing and one foot in contact with a stair at all times. Ascend (climb) stairs. If load cannot be safety carried down step, get assistance from person on ground level.				
<b>Descend (Climb Down) Stairs</b> 	<b>Fall Below</b> fall off ladder	Keep one hand in contact with railing and one foot in contact with a stair at all times. Descend (climb down) stairs facing up stairs.				
<b>Trainee Demonstrated</b>	<b>Trainer Demonstrated</b>		<b>Date Completed</b>			





# JSA 014 Stacking Slip Sheets/ Wooden Pallets

<div><div></div></div> <div>Required</div>	<div><div></div></div> <div>Gloves</div>	<div><div></div></div> <div>AEO Box Knife</div>	<div><div></div></div> <div>Eye Protection</div>	<div><div></div></div> <div>Dust Mask</div>	<div><div></div></div> <div>Safety Vest</div>	<div><div></div></div> <div>Hair Pulled Back</div>
<div><div></div></div> <div>Recommended</div>						
Basic Job Steps		Hazards Present		Correct and Safe Procedures for the completing the job		
Inspect the Slip Sheet/ Wooden Pallet		No Hazards Present		Visually inspect the slip sheet/wooden pallet. Do not use if there is broken wood or exposed nails. If you can safely remove broken piece of wood and stability is not compromised, pallet can be used.		
<div><div></div><div></div></div>						
Lift Slip Sheet/ Pallet		<div>Struck By pallet</div> <div>Caught Between strips of wood</div> <div>Caught On pieces of wood or exposed nail</div> <div>Overexertion lifting pallet</div>		Using proper lifting techniques, bend at knees, keep back straight, and chin up. Grab the slip sheet/ pallet with both hands firmly. Keep pallet close to body and at waist level. If pallet is too heavy, use two people to lift pallet on either side of pallet.		
<div><div></div></div>						
Transfer Slip Sheet/ Pallet		<div>Overexertion carrying slip sheet/ pallet</div> <div>Fall Same Level trip over pallet or other objects on ground</div>		Choose a clear path to your destination. Begin to walk to your destination. Be alert of pedestrians, equipment or obstructions in the path. Keep the load close to your body and near the center of your body. Pallet can be slid on the floor to reach destination		
<div><div></div></div>						
Stack Slip Sheet/ Pallet		<div>Overexertion carrying setting down slip sheet/pallet</div> <div>Fall Same Level trip over pallet or other objects on ground</div>		After reaching destination, square up to the area. Bend at knees, keep back straight and chin up. Place load on desired location floor, mod location, slip sheet risers, or other slip sheet/pallet. Make sure that pallet is square in mod location, slip sheet risers or other slip sheet/ pallet. If stacking on slip sheet/pallet make sure they are all facing the same direction. Once stack of pallets has reached 4 high you can lean the pallet against stack and slide pallet being stacked onto top. Pallets should be stacked no higher than ten. To maximize spacing stacks of ten can be grouped together in clusters of four, allow for a foot of space between clusters.		
<div><div></div></div>						
Trainee Demonstrated				Trainer Demonstrated		Date Completed



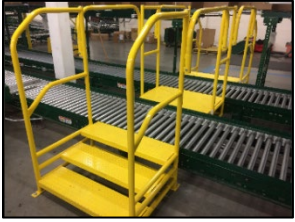
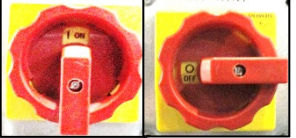

# JSA 005 Working with Corrugated Cardboard

<div>Required</div> <div>Recommended</div>						
	Gloves	AEO Box Knife	Eye Protection	Dust Mask	Safety Vest	Hair Pulled Back
Basic Job Steps		Hazards Present		Correct and Safe Procedures for the completing the job		
<b>Making and Taping Cartons</b> 		<b>Contact With</b> edges of carton, sharp edge of tape gun, cut from blade 		Fold the center flaps on the bottom towards the inside. Then fold the side flaps of the carton to make a flat base. Pull tape roll from back to front of case. Use cutting edge on tape dispenser to cut tape. If there is not a tape dispenser, use AEO approved box knife to cut tape. Always cut away from the body. To tape the top of the case, fold the center and side flaps closed and pull tape roll from back to front of case. Repeat these steps if needed to secure the closure.		
<b>Cutting Cases Open</b> 		<b>Contact With</b> sharp edge of carton, blade of knife 		When making a cut on the side of the case, use the approved "H" and "I" cutting patterns to open the case. When cutting open the top of the case, cut along the seams. Never use an "X" or "Z" pattern when cutting open a case. Avoid making cuts to a case that might create sharp pointed edges. Make sure to close flaps so that they are not protruding into walkways.		
<b>Disposing of Empty Cases- Conveyor Takeaway Line</b> 		<b>Contact With</b> edges of cardboard <b>Overexertion</b> lifting case, pushing off case to line <b>Struck By</b> case falling back on you, or other persons <b>Fall Same Level</b> cases not disposed of properly		Using proper lifting techniques lift the cardboard and toss onto cardboard disposal line. If the conveyor is above your head be careful that the case does not fall back towards you. If the case does fall, do not try to catch the case, let it fall to the ground. Do not leave empty cases on the ground posing a trip hazard. Only throw cases in designated take away spots labeled "Toss Zone".		
<b>Disposing of Empty Cases- Cardboard Baler</b> 		<b>Contact With</b> edges of cardboard <b>Overexertion</b> lifting of case, pushing off case to line <b>Struck By</b> case falling back on you, or other persons <b>Fall Same Level</b> cases not disposed of properly		If the opening for the cardboard baler is in a PIT lane, always remain alert of passing PIT equipment and remove headphones. If using a cart or pallet to transport the cardboard, position the cart or pallet off to one side of the opening; to avoid creating an obstacle to work around. Stand 2-3 feet back from the cardboard baler's opening. Using the proper lifting technique, lift the cardboard and toss it into the opening. If the cardboard does not make it into the receptacle do not try to catch it, let it fall to the ground. Clean up the area when finished. Do not leave cardboard on the ground to pose a slip or trip hazard.		
Trainee Demonstrated			Trainer Demonstrated			Date Completed



# JSA 004 Working Around Conveyors









<div> <div></div> <div>Required</div> <div></div> <div>Recommended</div> </div>	<div> </div> <div>Gloves</div>	<div> </div> <div>AEO Box Knife</div>	<div> </div> <div>Eye Protection</div>	<div> </div> <div>Dust Mask</div>	<div> </div> <div>Safety Vest</div>	<div> </div> <div>Hair Pulled Back</div>
Basic Job Steps	Hazards Present		Correct and Safe Procedures for the completing the job			
<b>Working Around Conveyors</b> 	<b>Caught In</b> moving parts of the conveyor <b>Caught On</b> teeth of belt if exposed <b>Struck By</b> moving cases/cartons/bins		Always dress appropriately, do not wear baggy, loose fitting clothing. This includes accessories such as long necklaces, hoods or any item of clothing that could potentially be caught in moving parts of the machinery. Keep long hair pulled back. Never crawl under, step on, sit on, lean on or ride on the conveyor.			
<b>Start/ Restart Conveyor</b> 	<b>Caught In</b> moving part of the conveyor <b>Struck By</b> moving cases/cartons/bins		Visually inspect the area to ensure that all personnel are clear of the rollers and conveyor belts. Start/Restart conveyor using the procedures outlined by the department SOP. The only person to restart the conveyor should be the associate who activated the E-stop, or a Group Lead, Supervisor, or Maintenance. If E-stop is activated, remove headphones.			
<b>Stopping Conveyor</b> 	No Hazards Recognized 		To stop the conveyor use the Stop Button, Emergency Stop Button or the Emergency Pull Cord found adjacent to the conveyor path. Alert nearby associates, Group Lead, and Supervisors of an emergency.			
<b>Crossing Conveyor- Hinged Gates</b> 	<b>Struck By</b> falling cases/bins, gate if not locked in place <b>Overexertion</b> lifting/pulling gate <b>Fall Same Level</b> trip on object		Ensure there are no bins/cases moving over the gate. With both hands, pull up on the gated section until it locks in place. This will shut down conveyor prior to the gated area. Ensure the gate is completely open and secure. Pass through conveyor to other side. Place both hands on the handle, disengage the locking bar with the foot or knee. Keep both hands on handle when lowering the gate. Pull gate down to a flat position, to enable the conveyor to restart.			
<b>Crossing Conveyors- Sliding Gate</b> 	<b>Struck By</b> moving cases/cartons/bins/handle on opposite side <b>Overexertion</b> lifting/pulling gate		Ensure there are no bins/cases moving over the gate. Open top gate first. Using both hands lift handle and slide gate open fully (repeat for bottom gate). This will shut down conveyor prior to the gated area. Pass through conveyor to other side. Using both hands close bottom gate first (repeat for top gate). Pull handle completely to ensure conveyor will restart. Never use your foot to open or close gate. Be aware of associates on opposite side of gate when lifting handle.			

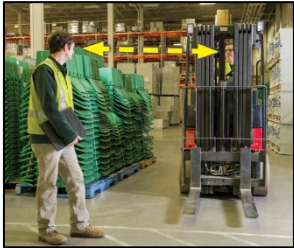

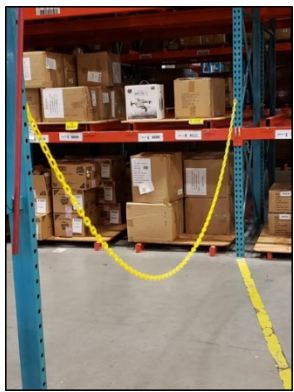
<p>Crossing Conveyor- Yellow Steps</p> 	<p><b>Fall Same Level</b> tripping on steps, tripping on moving cases/cartons/bins  <b>Fall Below</b> tripping on steps, tripping on moving cases/cartons/bins</p>	<p>Place hands on railing of steps. At all times keep one hand in contact with railing and one foot in contact with a step. Begin ascending stairs. Keep your feet in the center of the steps and maintain contact with railing. Step over the rollers/conveyor. Some crossovers may have a platform to walk over others will require you to step over conveyor. Do not step on cases, bins or conveyor when crossing over. Continue to hold railing and remain alert for cartons traveling on the conveyor. Safely descend the steps. Keep feet centered on steps and maintain contact with railing.</p>
<p>Manually Operating the Disconnect</p> 	<p><b>Caught In</b> moving parts of the conveyer  <b>Caught On</b> teeth of belt if exposed  <b>Struck By</b> moving cases/cartons/bins</p>	<p>The disconnect allows cases/cartons/bins to be manually fed onto a conveyor. Ensure all hands, clothing or other items that could be caught are clear of rollers. To turn on, move red handle clockwise to the on position. Rollers will begin moving when turned to the on position. To turn off, move red handle counter clockwise to the off position. Rollers will stop moving.</p>
<p>Maintenance and Service</p> 	<p>No Hazards Recognized</p>	<p><b>ONLY AUTHORIZED PERSONNEL ARE ALLOWED TO FIX OR REPAIR THE CONVEYORS.</b> Conveyors being serviced or waiting to be serviced will be <b>LOCKED/TAGGED OUT. NEVER</b> remove or alter conveyor guards or safety devices. Report missing conveyor or broken conveyor guards to Group Lead, Supervisor, or Maintenance. <b>DO NOT</b> remove any tags or use any conveyor being serviced.</p>
<p>Trainee Demonstrated</p>	<p>Trainer Demonstrated</p>	<p>Date Completed</p>





# JSA 003 Vehicle and Pedestrian Traffic








						
Required						
						
Recommended	Gloves	AEO Box Knife	Eye Protection	Dust Mask	Safety Vest	Hair Pulled Back

Basic Job Steps	Hazards Present	Correct and Safe Procedures for the completing the job
<b>Make Eye Contact</b> 	<b>Contact With</b> Vehicle/Pedestrians	Whenever there is a vehicle in the area, stop and make sure the operator is aware of your presence. Ensure there is eye contact between you and the driver. A driver may be wearing tinted safety glasses. When this occurs, use extra caution and be vocal if needed. Remember tinted safety glasses can only be worn if approved by the safety department.
<b>Look Both Ways</b> 	<b>Contact With</b> Vehicle/Pedestrians	Look both ways before using a pedestrian crossing in the drive aisle. Stay aware of vehicle traffic when rounding corners, walking through doors, and between/ out from behind stacks of boxes and bins. Be sensitive to blind spots in the work area. Drivers should yield the right of way to pedestrians.
<b>Keep a Safe Distance from Forklift</b> 	<b>Contact With</b> unstable load	When the forks of a forklift are in the air always maintain a safe distance (20 feet) from them. Be aware that any load can become unstable and fall. Never walk or work beneath loads on raised forks. Some areas of the warehouse are combined drive aisles and pedestrian walkways. When both a pedestrian and forklift need to work in this area ensure there is communication and do not work in the same half of the aisle at one time. Follow all precautions and have yellow chains up when a pedestrian is in this area.
Trainee Demonstrated		Date Completed
Trainer Demonstrated		









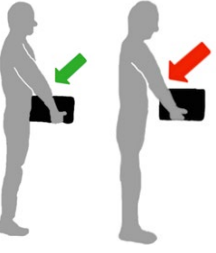



# JSA 002 Using an AEO Approved Utility Knife

<div> <div></div> <div>Required</div> <div></div> <div>Recommended</div> </div>	<div> <div></div> <div>Gloves</div> </div>	<div> <div></div> <div>AEO Box Knife</div> </div>	<div> <div></div> <div>Eye Protection</div> </div>	<div> <div></div> <div>Dust Mask</div> </div>	<div> <div></div> <div>Safety Vest</div> </div>	<div> <div></div> <div>Hair Pulled Back</div> </div>
Basic Job Steps		Hazards Present		Correct and Safe Procedures for the completing the job		
<b>Inspect the Knife</b>  		<b>Contact With</b> blade of knife  		Make sure that the blade is in its proper place, retracts properly, and only protrudes one half inch when fully extended. Use a sharp blade. Change the blade when it starts to tear rather than cut. If for any reason, the utility knife malfunctions: protrudes too far, does not retract properly, or is broken, it is no longer an approved utility knife. Give to a Group Lead or Supervisor and get a replacement.		
<b>Body Position</b>  		<b>Contact With</b> blade of knife  		<b>Opening Cases/Carton:</b> Keep your free hand away from the line of the cut. When making cuts stand to one side of the line of the cut. Place thumb on self-retracting tab push up to extend blade out. Puncture the tape. Pull the knife through the tape. Pulling motions are stronger and blade is less likely to slip. Turn case as needed. When cut is complete, pull knife out and ensure the blade retracts properly. <b>Opening Bags:</b> Hold opposite corners of bag, shake once or twice so items inside are away from cutting area. Lay the bagged order flat on the table; puncture the bag with tip of blade. Cut away from yourself to create an opening in the bag. When cut is complete, let go of the spring-loaded, self-retracting tab.		
<b>Changing the Blade</b>  		<b>Contact With</b> blade of knife  		Open the handle to expose the used blade. This is the best accomplished on a flat surface, such as a table. Lift the used blade out of the housing position. It can still be sharp enough to cut you, so use caution when handling it. Set the used blade aside. Take a new blade from either the package or the handle and insert it into the proper position. Be sure that it is set properly on any sliding elements to which the old blade was attached. Re-secure the handle.		
<b>Blade Disposal</b>  		<b>Contact With</b> blade of knife		Always dispose of used blades in designated Sharps Containers located throughout the DC.		
Trainee Demonstrated			Trainer Demonstrated			Date Completed



# JSA 001 Lifting/Carrying Case

## Safety Zone Technique

<div><div></div></div> <div>Required</div> <div><div></div></div> <div>Recommended</div>	<div><div></div></div> <div>Gloves</div>	<div><div></div></div> <div>AEO Box Knife</div>	<div><div></div></div> <div>Eye Protection</div>	<div><div></div></div> <div>Dust Mask</div>	<div><div></div></div> <div>Safety Vest</div>	<div><div></div></div> <div>Hair Pulled Back</div>
Basic Job Steps		Hazards Present		Correct and Safe Procedures for the completing the job		
Inspect Case and Position Body <div></div>		Overexertion poor lifting technique <div></div>		Inspect the case to ensure it is safe to lift and will not fall apart. Slightly lift the corner of the box to determine an approximate weight. Bend at knees, keep back straight and chin up. Grab the case with both hands firmly. Place one hand under case for best support. For cases above head, use a step stool to reach.		
Lift Case <div></div>		Overexertion poor lifting technique <div></div>		With firm grip lift the case. Keep back straight and chin up. Always bend at the knees when lifting case from floor up. Keep the case close and near the center of the body. Secure the load.		
Transport Load <div></div>		Overexertion poor lifting technique Fall Same Level obstacles on ground Contact With other persons/objects (tables, desk, etc.) Struck By persons or equipment		Choose and visualize a clear path to your destination. Begin to walk towards the destination while remaining alert for other people, equipment and objects that may be in the path. Keep the load close and near the center of the body.		
Set Case Down <div></div>		Overexertion poor lifting technique <div></div>		After reaching the destination, square up to the area case is to be placed. Bend at knees, keep back straight and chin up. Place load on the desired location, this could be floor, pallet or location in mods. When placing a case on a raised surface place corner of load on to surface first and slide into place. Stand up straight.		
Carrying Load on Stairs <div><div>Warning Hold the hand rail</div></div>		Fall Below trip/slip on stairs, poor visibility Overexertion poor lifting technique Struck By persons or object		Small loads may be carried up and down stairs. First, secure load under one arm. With opposite hand hold on to the railing at all times. One foot must always remain in contact with the stairs while the other foot is changing steps. Never skip steps. Load should not block visibility. If load is small but contains multiple units, use a smaller case or bag to carry items up and down stairs. If the load is too heavy use elevator or have forklift operator move the load to level needed.		
Trainee Demonstrated				Trainer Demonstrated		Date Completed