



## Volunteer Guidelines and Safety Rules

Cooperation with the rules and guidelines that have been established will make your experience at the Food Bank of the Albemarle rewarding and safe. Failure to follow these rules could result in serious injury or termination from the Volunteer Services Program.

Volunteers must be at least twelve years old. Volunteers under the age of sixteen must be in the presence of an adult at all times while on Food Bank premises. Only volunteers 18 and older are allowed to ride in FBA vehicles.

All volunteers must enter and exit through the front door.

All volunteers are expected to sign in upon arrival (providing all information requested on the sign-in sheet). They should sign out at the end of their work period. Volunteers do not have to sign out for their scheduled breaks, but they are expected to return to work promptly.

Under no circumstances will anyone be allowed to work in the warehouse while under the influence of alcohol or drugs.

**Although the Food Bank of the Albemarle is a warehouse environment, you must dress appropriately and modestly at all times. Please observe the following guidelines:**

- Wear close-toed shoes at all times. No sandals or flip-flops allowed in the warehouse.
- No extremely loose clothing or dangling jewelry.
- Shorts are permitted, but must be at least mid-length to the knees.
- No clothing with obscene or controversial messages.
- No muscle shirts/tank tops on men or women.
- No overly tight or sexually suggestive clothing.
- Please do not wear fanny packs or camera cases.

Volunteers are allowed to tour the Food Bank of the Albemarle; however, a staff member must be present to facilitate the tour. Volunteers must stay in assigned work areas.

Eating, drinking, smoking, radios, headphones, purses, bags, and other personal items are not permitted in the warehouse. Smoking is permitted only outside the building, and smokers are expected to use the proper receptacles for ashes, extinguished cigarettes, etc.

**Volunteers may NOT use cell phones (for either conversations or texting) while in the warehouse area. Due to safety and security, this is strictly enforced at all times.**

Be sure you are familiar with the Material Safety Data Sheets and their location in the warehouse area.

All dock and warehouse floors, aisles, and sitting areas on the dock are to be continuously free of debris, clutter and spills. Empty pallets must lay flat on the ground – not on the side or upright.

Only trained Food Bank of the Albemarle staff members are allowed to operate forklifts or other power equipment. All warehouse traffic signs, safety signs, and signals must be followed. All traffic lanes for pedestrians and forklifts must be observed. Be aware of forklift traffic and heed all horns.

Do not block emergency exits, fire extinguishers, or any equipment requiring immediate access. In case of a fire in the warehouse or fire drill, immediately stop what you are doing and proceed to the nearest fire exit. If you observe a fire or other emergency and if it is safely possible to do so before evacuating, immediately report the incident to a Food Bank employee. *(If you feel that - for your personal safety – you need to evacuate first, look for the very earliest opportunity to report what is happening.)*

No horseplay is permitted in the warehouse. Riding on pallet jacks and climbing on equipment, machinery, racks, pallet stacks is prohibited. Volunteers must report all accidents and injuries or unsafe conditions or practices to the supervisor.

Any pre-existing medical conditions that would restrict a person from performing any physical activities must be reported and on file before working in the warehouse.

Use correct lifting techniques at all times. Do not attempt to lift over 50 pounds without assistance. Use proper protective gear such as goggles and gloves that are provided for specific jobs.