



THE GOLDEN RULES OF INTERPORTO

LET'S ASK OURSELVES SOME QUESTIONS AS WE WORK



DO I KNOW WHO MY SUPERVISOR IS?

Worker: I need to know who my supervisor is, my first responsible for health and safety at work, to whom I can report things that aren't right or procedures that I don't know.

Supervisor: I make sure that every worker knows who their manager is, I address those who don't know. I pay particular attention to the younger and inexperienced.



DO I RESPECT WORK PROCEDURES?

Worker: during my work shift I have to respect the procedures, if I have doubts I stop and ask my supervisor for explanations.

Supervisor: I am always available to illustrate the procedures to those who do not know them or to those who do not respect them.



DO I ALWAYS WEAR MY PERSONAL PROTECTIVE EQUIPMENT?

Worker: at work I always wear mandatory PPEs, if I have problems wearing them I tell it to my supervisor.

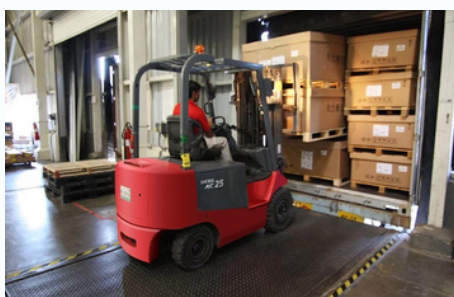
Supervisor: I check that workers receive and wear the necessary PPEs and that they use them correctly.



DO I LIFT LOADS MANUALLY CORRECTLY?

Worker: I make sure I have the load in front of me, maintaining a stable position, by slightly spreading my legs, and a firm grip, I lift by keeping my back straight and bending my knees.

Supervisor: I ensure that workers lift loads correctly and avoid lifting excessively heavy loads by themselves, even taking into account their age.



AM I CAREFUL WHEN USING FORKLIFT TRUCKS?

Worker: I drive the forklifts only if qualified and authorized, with caution, using safe passage ways and respecting the speed limits. I fasten my seat belts and keep the trolley's acoustic and light signals active.

Supervisor: I make sure that only trained workers use the trolleys, I guarantee that the vehicles are regularly maintained.



AM I TAKING RISKS DURING LOADING / UNLOADING?



Worker: during loading/unloading I always position myself in a safe place.

Supervisor: I always remind workers where is the safe place to avoid being hit by a maneuvering vehicle; I turn away anyone who is not authorized.



DO I USE EQUIPMENT I HAVE BEEN TRAINED TO USE?



Worker: I only use work equipment that I have been trained in and only if authorized by my supervisor.

Supervisor: I verify that workers have received adequate training, together with clear and precise instructions, before they use equipment and that they put into practice everything they have learned.



DO I USE SAFE PEDESTRIAN WAYS?



Worker: I go through the areas where moving vehicles pass only in the lanes designed on the ground for pedestrians.

Supervisor: I ensure that workers only use the authorized lanes to cross the vehicle movement areas and I verify that they are not obstructed by materials or vehicles.



DO I LEAVE THE EMERGENCY ROUTES AND EXITS CLEAR?



Worker: I avoid depositing loads or parking vehicles in front of emergency exits and escape routes.

Supervisor: I check that no one deposits loads in front of the emergency exits and escape routes, I intervene if necessary.

DO I RESPECT THE PROCEDURES FOR POSITIONING LOADS?



Worker: I deposit loads on shelves or designated areas respecting the procedures and the maximum capacities of the structures and I make sure that they are stable and adequately secured, I report any damage to the structures or instability to my supervisor.

Supervisor: I check that no one deposits loads in a non-compliant manner to avoid objects falling, I intervene if a structure shows signs of damage or wear.



I FIND OUT WHO MY “RLS” IS

I find out who the workers' safety representative (RLS) is in my company and how to easily contact him/her in case of problems.