

Being safe.

Don't forget to think about safety. Being safe is everyone's responsibility. Meet Occupational Health and Safety guidelines. We don't want helping us to hurt you!

Pack boxes with care

- Pack boxes with a combination of light and heavy items, so they don't get too heavy
- Distribute weight evenly in the box
- Make sure boxes are not overfilled, so they can be properly closed
- Boxes that feel heavy must be labelled, or even better unpacked and redistributed.

Seal boxes properly

- Do this by folding the edges of each side of the lid backwards, and then insert the tips at each end into the provided slots by folding forward.

Plan lifting before you start

- Keep loading zones organised, clear all obstructions and hazards
- Reduce carrying distances as much as possible
- Use trolleys to move boxes
- Be a good role model so no-one else gets hurt.

Lift by the rules

- Use trollies to move boxes.
- Only lift to your own capacity, don't lift if in any doubt!
- Ask for help
- Get as close to the side of the box as possible
- Keep your bag straight
- Bend your knees slightly
- Grip box firmly and lift.

Box collection

- Ensure boxes are stored at a collection point near a main entry, with clear access and available space as close to vehicle parking as possible
- Park cars and vans on a flat surface for loading and unloading
- Provide trolleys – support our drivers and volunteers to collect boxes quickly and safely.

House keeping

- An organised, clean, clear site is a safe site
- Mark safe pathways and zones with tape if you can
- Organise dedicated, efficient areas for drop-off, sorting and storing
- If things get chaotic, stop work and re-organise.



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