***Instructions for Use:*** Leaders shall train, enforce, and audit adherence to these safety rules as needed to ensure compliance by all Associates and Leaders working under the direct supervision of Amazon Leaders in sites which are owned, leased, or occupied by Amazon.

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| **Floor Pallet Handling and Pallet Racking** | |
|  | 1. Provided they are in marked and approved pallet storage locations, wooden pallets shall not be stacked more than 10 high on the operations floor; 15 high in dedicated pallet storage locations; and 20 high in outside pallet locations. 2. Provided they are in marked and approved pallet storage locations, plastic pallets shall not be stacked higher than 5 feet / 1.5 meters. 3. In elevated pallet storage locations in working and walking platforms, stacked empty pallets or product on pallets shall not exceed the height of the outward-facing guardrail. 4. When stacking pallets or down-stacking (retrieving) pallets from an existing stack, the 5th pallet or higher shall be handled using a team-lift (at least 2 persons) and the 11th pallet or higher shall be handled using PIT. 5. A team-lift (at least 2 persons) or mechanical lifting device shall be used when lifting a CHEP pallet or an Amazon custom pallet (used in non-sortable FCs). 6. A. Associates shall not stand, walk, or step on pallets in elevated or non-pickable locations. B. When picking from pickable floor pallet locations ONLY, Associates will be allowed to place one foot on the top slat of the front of the pallet (middle support beam) to gain access to pickable locations. If the middle support location is inaccessible a standard reach tool shall be utilized to gain access to pickable locations. 7. Pallet storage locations shall not extend into pedestrian walkways. 8. Pallets shall always be stored flat and never in an upright or leaning position. 9. When a single empty pallet is laid on the floor in a non-designated location (i.e. unmarked or unapproved) a physical warning shall be placed on or near the pallet, such as a tote or a cone, to promote pallet visibility. 10. Non-standard pallets shall be stored only on the floor and/or in custom designed pallet racking. 11. Defective pallets shall be stored in a separate and designated location and signed as unusable pallets. 12. Associates shall not climb on, up, under, or through pallet racking*.* 13. Pallet racking used for storage and within 20 feet or 6 meters of workstations and/or walkways shall be equipped with nets to prevent items from falling onto pedestrians. 14. When placing pallets in prime pickable locations, the total height of 2 or more pallets shall not exceed 12 feet. Those pallets shall not be stored in aisle end caps or in locations where it impedes PIT operator’s or pedestrian’s vision in PIT/Pedestrian aisles. 15. Prior to placement in the racks, pallets to be stored in Pallet Racking above floor level shall be shrink wrapped or banded to prevent falling objects. |
| **Carts and Cages** | |
|  | 1. Carts and cages shall be pushed at all times. Exceptions: Pulling carts and cages is acceptable when required to maneuver short distances into a designated parking location or when removing a cage from an Order Picker (no more than two carts shall be pushed by hand using an approved cart connecting device; only one cage may be pushed). 2. Associates pushing carts / cages shall keep both hands in the middle of the cart / cage handle, with elbows tucked into their side. 3. Associates shall maintain physical control of their cart / cage until it has come to a full stop. 4. Associates pushing a cart or cage shall stop at the end of every aisle or intersection where there is cross traffic to avoid collision with pedestrians, carts, and powered equipment. 5. The combined height of product and totes on carts / cages shall be stacked such that it does not obstruct the operator’s vision or exceed the cart’s weight capacity. 6. Associates shall park carts / cages in designated areas only. |
| **Material Transport** | |
|  | 1. When transporting pallets (with product, totes, and/or equipment), all items shall be secured with at least two layers of shrink wrap or at least two pieces of banding. ***Exception***: When transporting empty stacked totes at floor level, only one layer of shrink wrap or one piece of banding is required. 2. When stacking pallets that will be transported with product, totes, and/or equipment the height of the load shall not exceed 6 feet / 1.8 meters. Exception: If a single product or equipment exceeds 6 feet, a spotter must be used during transport. 3. When storing pallets in elevated pallet racking, the pallet and product shall not exceed a maximum of 3 inches (approximately the length of a badge id) overhanging the rack to ensure the flue space remains unobstructed. 4. Pallet jack operators shall pull loaded pallet jacks while in transit. 5. Associates shall not stand on or attempt to ride pallet jacks. 6. When a pallet jack is not in use, the forks shall be stored under a pallet and lowered to the ground with the handle in the locked (turned) position. 7. A mechanical lifting device shall be used when lifting, carrying, or handling materials greater than 100 lbs / 45 kg. If the material’s shape, weight, or size is limiting the ability of the mechanical lifting device, STOP and immediately get a manager. 8. A team lift (at least 2 persons) shall be used when lifting, carrying, or handling materials weighing greater than 50 lbs / 22 kg. 9. PIT Operators shall keep forks 6 inches / 15 centimeters off the ground while in transit. 10. When moving a load, PIT Operators shall trail PIT forks while in transit. 11. Electrical panels, fire risers, or other equipment that can potentially be struck by PIT shall be guarded to withstand impact. 12. PIT operators shall never "snowplow" pallets or other items (using PIT to push more than one pallet at a time). 13. PIT Operators shall park equipment in designated areas. |
| **PIT and Pedestrian** | |
|  | 1. Pedestrian doors that open into an active PIT aisle shall be equipped with a guard, such as a bollards, guardrails, chains and/or railing, to protect Associates from unintended contact with PIT. 2. PIT operators shall honk the PIT horn at the end of every aisle and at pedestrian paths crossing through the PIT aisle. 3. When PIT forks are elevated more than 6 feet / 1.8 meters, all pedestrians and unprotected PIT shall remain at a distance of at least 20 feet / 6 meters. ***Exception:*** when in the adjacent aisle and there is netting and backstops in place to prevent falling items. 4. PIT operators shall not travel in identified, marked, or signed “Pedestrian Only” areas. 5. Pedestrians shall not travel through identified, marked, or signed “PIT Only” areas. ***Exception***: Authorized Associates with a defined purpose may enter “PIT Only” areas with a hi‐visibility vest, necessary training deemed by site leadership, and after PIT Operators in the area have been advised. 6. Only authorized associates who are wearing hi‐visibility vests are allowed in shared PIT ‐Pedestrian work areas or zones. 7. Associates shall only cross PIT aisles at designed and marked PIT/Pedestrian crossing areas (identified by a cross hatched path). 8. In pallet racking areas where no barrier exists between adjacent pallet racks, a visual and/or audible notification system shall be used to warn pedestrians in adjacent aisles when storing or retrieving pallets from elevated pallet racking. 9. PIT operators shall not move double stacked pallets taller than 6 feet outside the immediate vicinity of the dock door. Double stacked pallets greater than 6 feet shall be down stacked before transport. |
| **Facilities Safety** | |
|  | 1. When working in a scissor lift, both feet shall remain on the floor of the platform at all times. If a scissor lift operator must exit the work platform (including stepping on the rails or leaning outside the plane of the guardrails), the operator shall first attach themselves to an approved anchorage point via an approved fall protection system. 2. Non‐portable equipment in the Facilities area shall be secured to the floor when the ability to secure the equipment is present. 3. Facilities Associates shall only use Amazon approved equipment and tools. All tools used or stored in the facility, whether owned by Amazon or Associates, shall be inspected according to Amazon’s Grinder and Hand Tools policy. 4. Equipment and tools shall only be used for their intended purpose. 5. Portable ladders shall be stored and secured when not in use. 6. Personal pocket knives are not allowed. 7. Facilities Associates shall store and maintain all equipment safely so as not to create the potential for any fall, cut, or caught in risk to other associates. 8. All equipment in need of repair shall be tagged with a red "Do Not Use" tag. All energized equipment in need of repair shall be locked and tagged with a general facilities lock (blue shop lock) to prevent interim use. (Personal safety locks (Red locks) shall not be used for this purpose.) 9. When a Facilities Associate is working in an isolated area, the Associate shall be accompanied by at least one (1) other person. 10. Prior to performing a non‐routine, non‐repetitive task, a risk assessment shall be conducted with the knowledge of the leader/manager, which shall include, at a minimum, the risks identified and a plan to mitigate them. 11. Jewelry (e.g. rings, bracelets, necklaces)and conductive materials (eg. belts with metal) will not be worn when performing hot work, working on any type of material handling equipment, to include Amazon robotics, PIT, carts or work stations, while operating hand, power or stationary tools, or when performing work involving electrical work on AC or DC circuits of any voltage level. |
| **Conveyors and Equipment** | |
|  | 1. Associates shall not stand on, ride on, reach under, climb over or crawl under powered or non‐powered conveyors. ***Exception***: Facilities Associates or contractors may perform work under conveyors provided that the equipment is a non-powered conveyor, or the conveyor is de‐energized and locked out. 2. Associates shall not work at conveyor transition zones. ***Exception***: Facilities Associates or contractors may perform work at conveyor transition zones provided the equipment is de‐energized and locked out. 3. Associates shall not walk or work under platforms, structures, or elevated equipment that is less than 6 feet 8 inches / 2 meters. ***Exception***: Trained and authorized Associates may work under platforms or elevated equipment less than 6 feet 8 inches / 2 meters or less if they wear an approved hard hat or bump cap. 4. Associates and Leaders shall ensure paths to equipment emergency stops remain clear of all obstructions at all times. |
| **Body Mechanics** | |
|  | 1. Associates shall carry hand‐held scanners with a neutral wrist position. 2. Associate shall rotate the hand held scanner between hands to reduce the risk of injury due to cumulative trauma. 3. Associates shall place hand scanners down in a holster, tote, or cart while pushing a cart. 4. Associates shall always bend at the knees and use their legs to lift when lifting objects. 5. Associates shall pivot their feet (instead of twisting their body) when reaching for, grabbing, handling, or moving an object. 6. Associates are permitted to reach overhead when the Associate's feet are flat on the ground and the Associate can grasp the middle of the object. |
| **Dress Code** | |
|  | 1. Closed-toe, closed-heeled shoes that do not expose the top of the foot shall be worn.   Slippers, moccasins, thongs, flip-flops and clogs are prohibited.  Platform shoes or shoes with a heel in excess of 1 ½ inch high/3.81 centimeters or less than 1 inch/2.54 centimeters width may not be worn.  This includes any type of exercise or shape up shoes, including Skecher Shape Ups and other similar brands with a platform heel and roller-type sole are prohibited. Minimalist shoes, also known as five finger shoes or toe shoes, may not be worn. 2. Long hair exceeding the neck line shall be pinned up or tied back at all times while working on the Operations floor. Ponytails exceeding the neckline shall also be pinned up. For convenience, hair ties are available in restrooms. Long scarves or other head coverings must be tied closely around the head. 3. Beards exceeding 3 inches/ 7.6 centimeters from the face shall be tied up or netted on the Operations floor. 4. Baggy clothing or clothing, jewelry, scarves, or accessories that can get caught in moving equipment, such as chains, drawstrings or other articles shall not be worn on the Operations floor. 5. Necklaces or scarves that hang more than 3 inches / 7.6 centimeters beyond the neckline are prohibited. 6. Sunglasses are not permitted on the Operations floor. Tinted lenses are only permitted for Associates who are performing welding operations or have a medical need. All employees who have a medical need shall provide documentation from their medical provider. 7. Mirrored lenses or other lenses that interfere with eye contact between PIT drivers and pedestrians are prohibited on the operations floor. 8. All badge lanyards worn on the operations floor shall have the ability to easily break away from the body or clothing if caught in moving equipment. |
| **Safety Incident Reporting and Investigation** | |
|  | 1. Associates shall report all safety incidents immediately, but no later than the end of the next shift. 2. Injured Associates, bystanders, and witnesses involved in safety incidents shall actively, honestly, and cooperatively participate in incident investigations. 3. Associates shall report to their manager or Human Resources all personal medications that may affect their ability to safely perform their work. 4. Associates shall report non‐work related injuries or pre‐existing conditions that may impact their ability to safely perform their work or that may be further aggravated by their work to ensure they are not placed at greater risk of injury. 5. Associates shall correct unsafe conditions they encounter. If the Associate is unable to immediately correct the unsafe condition, Associates are required to report the condition to their manager. |
| **General Safety Rules** | |
|  | 1. Parking lot speeds shall be posted at speeds no greater than 10 mph / 16 kph throughout the parking lot. 2. Associates shall not run on Amazon owned, leased, or occupied property. 3. Associates shall not participate in horseplay on Amazon owned, leased, or occupied property. 4. Personnel permitted to use a mobile phone or other radio/communication device on the operations floor shall not walk while talking on the device. 5. Ergonomics mats / anti‐fatigue mats shall be available at all work stations where Associates stand for more than 15 minutes consecutively. 6. Associates shall not use elevators during emergency evacuations. |

