GI MOVERS (UAE)

SAFETY GUIDELINES

FOR WORK IN STORE / WAREHOUSE

ISO / HSE CONTROLLED DOCUMENT

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Prepared By	Store / Warehouse Department	**Reviewed By**	HSE / Management
Approved By	Amal	**Next Review**	22.05.2027

1. PURPOSE

To establish safe working practices for all employees, supervisors, contractors, drivers and visitors working inside GI MOVERS stores and warehouses. These guidelines are intended to prevent injuries, incidents, fire hazards, property damage and damage to customer goods, while maintaining a safe, clean and organized workplace.

2. SCOPE

- Receiving and offloading materials
- Loading and delivery activities
- Material movement, storage, racking and stacking
- Manual handling and packing/unpacking
- Use of ladders, mobile scaffolding, trolleys and pallet jacks
- Cleaning, electrical and maintenance activities
- Vehicle movement within warehouse areas

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Safety shoes shall be worn in operational warehouse areas.
- Company uniform/work clothing and high-visibility vest shall be used as required.
- Safety gloves shall be used when handling materials with sharp, rough or hazardous surfaces.
- Safety helmet, eye protection, masks or task-specific PPE shall be used where the risk assessment requires them.
- Damaged or unsuitable PPE shall be reported and replaced before continuing the affected work.

4. HOUSEKEEPING & CLEANLINESS

- Keep walkways, emergency exits, electrical panels and fire-fighting equipment unobstructed.
- Remove cartons, plastic, packing waste and other debris regularly.
- Clean water, oil or other spills immediately and place warning controls where required.
- Do not leave materials in designated pedestrian routes or access areas.
- Carry out routine housekeeping inspections and record corrective actions.

5. MATERIAL STORAGE & RACKING SAFETY

- Store materials only in designated and identified locations.
- Place heavy materials at lower levels wherever practicable.
- Stack materials securely to prevent falling, shifting or collapse.
- Do not exceed the safe load capacity of storage racks.
- Report damaged, bent or unstable racks immediately and isolate the area where necessary.
- Never climb directly on storage racks; use approved access equipment.
- Maintain clear aisles and proper identification/traceability of customer materials.

6. MANUAL HANDLING

- Check the load, route and destination before lifting.
- Use a stable stance, bend the knees and keep the load close to the body.
- Avoid twisting while lifting or carrying.
- Request assistance for heavy, long or awkward items.
- Use trolleys, pallet jacks or other suitable handling aids whenever necessary.
- Do not attempt to lift a load beyond your safe physical capability.

7. LOADING & UNLOADING SAFETY

- Ensure the vehicle is correctly positioned and the work area is controlled before starting.
- Keep unauthorized personnel away from loading/offloading operations.
- Use suitable and serviceable handling equipment.
- Never stand beneath suspended, unstable or unsecured loads.
- Maintain clear communication between the driver, supervisor and loading team.
- Confirm the load is stable and properly secured before vehicle movement.

8. LADDERS, SCAFFOLDING & WORK AT HEIGHT

- Use only approved and serviceable ladders/scaffolding and inspect them before use.
- Place ladders and mobile scaffolds on firm, level surfaces.
- Do not use cartons, furniture, pallets or racks as improvised access platforms.
- Lock mobile-scaffold wheels before use and never move the scaffold while a person is on it.
- Follow applicable work-at-height controls and fall-protection requirements.
- Remove damaged access equipment from service and report it immediately.

9. FIRE & EMERGENCY SAFETY

- Employees shall know the locations of fire extinguishers, hose reels where provided, emergency exits, assembly points, alarm points and first-aid facilities.
- Fire-fighting and emergency equipment shall remain visible and accessible at all times.
- Smoking is prohibited inside warehouse/storage areas except in specifically designated areas.
- Flammable materials, where applicable, shall be stored and controlled in accordance with approved safety requirements.
- Report blocked exits, damaged fire equipment, alarm defects and other fire hazards immediately.

10. ELECTRICAL SAFETY

- Keep electrical panels and isolation points accessible.
- Do not carry out electrical repairs unless authorized and competent.
- Report damaged cables, plugs, sockets, lights or electrical equipment immediately.
- Temporary, overloaded or unsafe electrical connections are prohibited.
- Electrical inspections and maintenance shall be completed by competent personnel.

11. TOOLS & EQUIPMENT SAFETY

- Inspect tools and handling equipment before use.
- Only trained/authorized personnel may operate specialized equipment.
- Do not use damaged or defective tools.
- Return tools to designated storage locations after use.
- Maintain inspection, service and maintenance records where applicable.
- Report equipment defects promptly and prevent use until made safe.

12. VEHICLE MOVEMENT

- Follow designated vehicle routes and maintain a safe speed.
- Use a banksman/spotter where visibility is restricted.
- Never stand behind a reversing vehicle.
- Separate pedestrians from active loading/unloading areas as far as practicable.
- Do not park vehicles where they block emergency exits, access routes or fire-fighting equipment.

13. CUSTOMER GOODS & DAMAGE PREVENTION

- Verify item identification before movement or delivery.
- Record visible damage during receiving and take photographs where required.
- Use suitable protective packing and handling methods; avoid dragging furniture/materials across floors.
- Report accidental damage immediately to the responsible supervisor.
- Do not move customer materials between locations without proper recording and authorization.

14. ACCIDENT, INCIDENT & NEAR-MISS REPORTING

- Immediately report all accidents, injuries, property damage, unsafe conditions and near misses.
- Inform the supervisor/HSE responsible person and secure the affected area where necessary.

- Obtain first aid or emergency assistance when required.
- Complete the applicable incident/accident report and cooperate with the investigation.
- Corrective actions shall be assigned, followed up and closed with evidence.

15. DOCUMENT CONTROL & OPERATIONAL AUTHORIZATION

- No material shall be received, offloaded, transferred or delivered without the required supporting documents and authorization.
- Verbal or informal instructions shall not replace required formal approval where the procedure requires written authorization.
- Emergency/exceptional activities shall be properly approved and documented.
- Warehouse records shall be maintained accurately to ensure traceability.

16. DAILY SAFETY CHECK

- Emergency exits and access routes are clear
- Fire extinguishers and emergency equipment are accessible
- Floors are clean, dry and free of trip hazards
- Racks and stored materials are stable
- Electrical panels are accessible
- Required PPE is being used
- Loading/unloading areas are controlled and safe
- Tools and handling equipment appear serviceable
- Waste and unnecessary materials are removed
- Safety signs are visible and legible
- Unsafe conditions are recorded and corrective action initiated

17. EMPLOYEE RESPONSIBILITIES

- Follow company HSE procedures and supervisor instructions.
- Use required PPE and safe working methods.
- Report hazards, incidents and defects immediately.
- Do not perform work for which you are not trained or authorized.
- Maintain housekeeping and protect customer property.
- Participate in safety briefings, inspections, training and emergency drills.

18. MANAGEMENT / SUPERVISOR RESPONSIBILITIES

- Provide appropriate safety instructions, PPE and safe equipment.
- Ensure identified unsafe conditions are corrected in a timely manner.
- Conduct and retain periodic warehouse safety inspection records.
- Maintain fire/emergency equipment inspection records.
- Provide necessary safety training and toolbox talks.
- Investigate incidents and near misses and monitor corrective actions to closure.

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EMPLOYEE SAFETY ACKNOWLEDGEMENT

I confirm that I have read / been briefed on the GI MOVERS Safety Guidelines for Work in Store / Warehouse. I understand my responsibility to follow these requirements and immediately report any unsafe condition, incident or hazard.

Employee Name	SURESH INJE ANANDARAO INJE
Employee ID	GI 049
Designation	STORE ASST
Signature	
Date	22.09.2026
Briefed By / Signature	SHARUKH MS Signature:

DOCUMENT APPROVAL

Role	Name	Signature	Date
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