



Virginia Task Force 2

Urban Search and Rescue

Administrative Manual

4.02 Warehouse Safety Plan

March 2019

Warehouse Safety Plan

ISSUE STATEMENT

To provide VA-TF 2 members with a set of guidelines while working in the task force warehouse facility.

REQUIRED ACTIONS

- Safety is the primary concern at all times
- Seatbelts are to be used at all times (vehicles, forklifts, gators, etc.)
- Closed toe boots are required at all times
- Assure proper lifting techniques are used when moving equipment
- Insure the work site is clean and orderly
- Return keys to the key box (located in the warehouse logistics coordinator office)
- Assure all vehicles are locked and secured
- Turn off all lights and fans
- Turn alarm on
- Lock all doors and close rolling doors

** In the event of an injury to personnel or equipment damage the Task Force Program Manager and the Logistics Functional Group Leader shall be notified immediately. All paper work shall be completed per VA-TF 2 Administrative Directive 4.01 Injury and Accident Reporting Procedures.

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