



House to Home Moving, Inc.

**ILLNESS & INJURY PREVENTION
PROGRAM**

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HOUSE TO HOME MOVING, INC

ILLNESS AND INJURY PREVENTION PROGRAM

SAFETY MISSION

At House to Home Moving, Inc., our injury and Illness Prevention Program (I.I.P.P) involves every level of the organization, instilling a safety culture that reduces accidents for workers. When Safety and Health are part of the organization and a way of life, everyone wins.

It is every employee's right to work in a safe workplace. You are responsible for knowing and understanding the safety rules of this company. Please read this handbook then sign, date and return the Safety Handbook Acknowledgement.

MISSION STATEMENT

TO PROVIDE INNOVATIVE SERVICE THAT GREATLY SURPASSES THE EXPECTATIONS OF PERSONAL CARE AND WORK ETHIC, WHILE MAINTAINING INTEGRITY, HONESTY AND CONFIDENCE WITH EVERY RELOCATION.

HOUSE TO HOME MOVING, INC

IIPP HANDBOOK

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- Proper Loading Techniques
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- Tools and Equipment - Safe use and handling

IIPP ACKNOWLEDGEMENT

SAFETY TRAINING

Who Must Receive Safety and Health Training?

New hires, contract workers, and long-term workers for refresher training, or whose job changes to include a new safety or health issue. This includes managers and supervisors.

Training (or retraining if required) must be completed prior to beginning actual work. All training will be documented, signed by the employee and employer and filed in your safety training file.

Our goal is to eliminate all hazards. We depend on you to work safely at all times. Training and implementation of safe practices in the following areas is vital to our mission of 100% safety in the workplace. Other safety and health topics may also be discussed during safety meetings.

- Driver Safety
- Emergency Action Plan
- Fire Extinguisher - Use and Maintenance
- Heat Stroke and Deydration
 - Prevention
 - First Aid or 911
- Proper Lifting Techniques
- Personal Protective Equipment
- Slips, Trips and Fall Prevention
- Tools and Equipment - Safe use and handling

We encourage your suggestions for safety and health training, or ideas that will help us reach or maintain our goal to eliminate all hazards.

Report all accidents as they occur including First Aid incidents. Promptly report safety hazards and take action to remedy the issue if possible.

The Company's Worker's Compensation Insurance information is posted on the Employee Bulletin Board.

Each employee is responsible for their own safety, their coworkers and our customers. Failure to follow safety rules and regulations may be subject to disciplinary action, up to and including termination.

GENERAL SAFETY RULES

The following safety rules apply to all employees on all job sites as applicable. In the event you encounter a safety issue that is not addressed in this list or in specific training then report the issue to your supervisor.

1. Obey all posted warning signs.
2. No one is an island. Caution others in violation of safety rules. Work with other's safety in mind as well as your own.
3. Concentrate on the job at hand.
4. Keep your arms and back straight and bend knees when lifting. Be sure to get help with bulky or heavy objects.
5. Report all equipment problems to your supervisor immediately.
6. Report any dangerous condition to your supervisor immediately.
7. Avoid horseplay and practical jokes, they create dangerous situations.
8. Assume all electrical circuits are live until you check them yourself.
9. Be sure you know where emergency equipment and supplies are located (emergency switches, fire extinguishers, emergency exits, first aid kits, etc.)
10. Always pack, load, unload and transport goods in a safe manner. Use tie downs or supports when necessary to prevent falling, rolling or shuffling.
11. Do not block aisles, hallways, stairs, walkways, ladders, etc.
12. Do not use tools with split, broken or loose handles. All electrical equipment and cords shall be properly insulated and properly grounded. Damaged cords shall be replaced.
13. Proper guards or shields must be installed on all power tools and equipment before use. Do not use any power tools and equipment without guards in their proper working condition.
14. Do not operate any power tool or equipment unless you are trained in its operation and authorized to do so.
15. Use equipment/tools only for their designated purpose.
16. Do not remove, deface or destroy any warning or danger sign, tamper or interfere with any form of protective devices and equipment.
17. Know the location and use of fire extinguishing equipment and the evacuation action.
18. Report all work related accidents immediately, including first aid injuries.

Responsibility of Drivers

The responsibility of the driver is to ensure that everything is correct and in order for each job. This does not mean that the driver is responsible for doing each thing on this list, but means that the driver must make sure this list is completed.

Always have valid California drivers license on you at all times
Never drive a work vehicle without a valid California driver's license

- The driver is responsible for truck being ready for work and ensuring
 - Truck is gassed up
 - Vehicle Inspection Report is completed
 - Pre and Post inspection reports are completed
 - The correct equipment is on the truck for specific job
 - The correct crew is leaving on the correct job
 - All correct materials are on truck
- Check all paperwork including Work Order and Estimate
- Have directions to stops ahead of time and before leaving for job
- Have the proper insurance information in the truck
- Check all gauges and mirrors to ensure safety before leaving

Driver must do the following

- Practice safe driving at all time
- When in reverse, always have a spotter backing you up outside and behind truck but visible to driver in the driver's side mirror
- Never drive faster than 65mph on the freeway
- Never drive in the fast lane
- Always stay in the outside lane while turning
- Make sure back tires of truck pass the curb before turning completely
- Always drive through weigh stations
- Always follow rules while driving through weigh stations
- Be aware of the height of the truck you are in and watch for
 - Low hanging trees and branches
 - Bridges
 - Car ports
 - Storage cornering
 - Buildings
 - Vehicles
 - Drive ways – Always check to make sure truck does not scrape

All rules apply for all owned vehicles and rented or leased vehicles

- While checking out a rental always
 - Check truck for proper working ramp and/or lift gate
 - Walk around truck and mark any defects, scratches, dents, etc.
 - Check that truck is clean
 - Check that truck is fueled
 - Have rental company mark all that applies on their paperwork

Did you know: The human body is 60% Water!

Without water, your body would stop working properly. Drink a glass of water or other fluids every couple of hours during the day to prevent confusion, impaired physical performance and loss of appetite.

Recognize the signs of heat stroke

Learning to recognize the signs of heat stroke will help to provide you with the tools to provide treatment. Typical symptoms include:

- Dizziness and fainting
- Throbbing headache
- Lack of sweating despite the heat
- Red, hot, and dry skin
- Muscle weakness or cramps
- Nausea and vomiting
- Rapid heartbeat, which may be either strong or weak
- Rapid, shallow breathing
- Behavioral changes such as confusion, disorientation, or staggering

If you suspect someone has heat stroke, call 911 immediately and initiate first aid.

- Move the person to an air-conditioned environment – or at least a cool, shady area –and remove any unnecessary clothing. Have them lie down with their feet elevated.
- Fan air over the patient while wetting his or her skin with water from a sponge or garden hose.
- Apply ice packs to the patient's armpits, groin, neck, and back. Because these areas are rich with blood vessels close to the skin, cooling them may reduce body temperature.
- If emergency response is delayed, call the hospital emergency room for additional instructions.

HOUSE TO HOME MOVING, INC. I.I.P.P EMERGENCY ACTION PLAN

Alerts:

In the event of an emergency, employees are alerted by: **Verbal Announcement**

Policy:

In the event of fire or other emergency, ALL employees shall evacuate immediately

Routes:

In the event of an emergency, employees shall evacuate by means of the **nearest** available marked exit.

Extinguishers:

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, qualified employees may use extinguishers to attempt to extinguish the fire before evacuating.

Operations:

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

Duties:

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

Assembly:

After an emergency evacuation, employees are to gather in the following location(s):
In the parking lot adjacent to the warehouse
At or near the company moving truck in the event the evacuation occurs on a job site.

Accounting:

After an emergency evacuation, the procedure for accounting for all employees is:
Roll Call

Laborer/Mover

Responsibility of Laborer/Mover

The responsibility of the mover is important to the complete outcome of the entire move. Being a great mover solely depends on the attitude and time management of the mover while on the job. Remember, there never is a PROBLEM so never use that word.

**Take the time to do it properly the first time.
Positivity and friendliness at all times.**

- The laborer/movers responsibility to ensure the best move is as follows
 - Arrive on time and dressed appropriately
 - Clock in on time
 - Check with manager on duty to get details of day
 - Assist your driver in preparation for your move
 - Assist your driver in the Pre-Job Inspection Report
 - Be the spotter when driver is in reverse at all times and stay in the driver's side mirror
 - Act as navigator for driver
- On arrival to job location
 - Greet the customer all together and with full names
 - Ask the customer if you can get started while the driver does the paperwork
 - Do a walk through with the customer to identify what's going and staying
 - All pieces with doors and drawers need to be stretch-wrapped
 - Use wardrobe boxes as needed and remember it's your job to fill them and unload them
 - While taking apart furniture, use tote in tool box to hold any loose pieces such as screws, nuts, bolts, etc. Use bags as needed and keep hardware with furniture piece
 - Practice slow careful moving of furniture to ensure no damage to walls, floors or furniture
 - Always keep your elbows in at your sides and watch your knuckles through doorways
 - If the piece is bigger than a side chair, use two people (practice smarter not harder)
 - Use equipment available to you to ensure proper moving to prevent damage or injury
 - Keep your back straight and practice proper squats while lifting
 - Let customer know if a piece is damaged before you move it
 - Let customer and office know if a piece is damaged by House To Home Moving
 - Never leave a piece on the lift gate unattended
 - Never stack boxes higher than the top of the hand truck
 - Keep in communication with the stacker inside the back of the truck to ensure the right pieces come to him at the right time
 - Never stack the 4-wheel dolly so it is unbalanced and unsafe
 - Always be at hand to help the stacker
- On arrival to job destination
 - Do a walk through with the customer in the new home to determine where the furniture and boxes go
 - Work with the person unloading the truck to ensure safety and time efficiency

- Practice safe moving as described above
 - Use care and patience while putting furniture back together
- On arrival to destination cont.
 - Help fold furniture pads as they are removed from pieces to ensure all equipment stays neat and ready for the next move
 - Unload wardrobe boxes in correct order and in correct closets
 - Walk through home with customer when all furniture and boxes are out of truck to determine if everything was put in the proper place
 - Help customer rearrange any furniture or boxes
 - Remove stretch-wrap from all furniture and place in the truck to take back to the shop
 - Check twice to make sure truck is empty
 - Check twice to ensure all equipment is back on the truck before leaving
 - Leave a House to Home Moving magnet on refrigerator
 - Leave business cards with office if you're on a senior apartment, storage, or apartment move
- On arrival back at the shop
 - Make sure all trash is disposed of properly
 - Sweep out back of truck
 - Assist driver in Post-Job Inspection Report
 - If in a rental truck and it is being returned, empty truck completely of all equipment
 - Help gas up truck if necessary
 - Review schedule for the rest of the week
 - Check with manager on duty to make sure all job requirements are done for the day
 - Clock out

FIRE EXTINGUISHER USE AND MAINTENANCE

Fire Extinguishers should only be used for small, contained fires. At House to Home Moving, Inc., we have trained employees who are authorized to assess the issue to determine if it's safe to use an extinguisher or call 911.

It is the responsibility of the assigned employee to conduct a monthly visual inspection of each Fire Extinguisher, including sign and date all FE inspection cards.

How to Use a Fire Extinguisher

P.A.S.S. is an acronym used to describe the actions taken to properly use a halon, dry chemical or carbon dioxide fire extinguisher.

Pull the locking pin on the handle. The pin is used to prevent the fire extinguisher from being discharged accidentally. In order for the lever to work, the pin must be removed.

Aim the hose at the base of the fire. If your extinguisher discharges from a nozzle at the top of the canister, point it directly at the base of the fire.

P.A.S.S.-style fire extinguishers discharge only for about 10 seconds, so it's important to aim first so you don't waste your extinguisher.

Squeeze once your extinguisher is properly aimed. Pull the lever upwards toward your palm.

Sweep the nozzle side-to-side toward the base of the fire to make sure all potential hotspots are saturated. Don't hesitate to use the extinguisher until it is empty.

3 POINTS OF CONTACT RULE

Getting on and off equipment and vehicles accounts for 1 out of every 4 injuries to those operating equipment or driving trucks. Some of these injuries can be quite severe. All of them can be avoided.

In order to avoid these injuries, it is important to understand the 3-points of contact rule. Stated quite simply, always keep three points of contact with the ground or the equipment until you are stable on the equipment or on the ground. What this means is that before you lift one of your legs to climb up on the equipment, you must have both hands firmly grasping the equipment to help pull yourself up; before you let go one of the hand holds when dismounting, you need to make sure that both feet are firmly planted on the ground.

Additional safety rules for getting on or off equipment or climbing in the cab of a truck:

- Only climb on or get off when the equipment or vehicle is stationary
- Always mount or climb down while facing the truck or the equipment
- Make sure that the points of contact you are using are clear of debris, mud, grease, etc...
- Only use points of contact that were intended to be used to climb on or dismount (in other words, hubs and such should not be used)

Remember these simple rules and you will have substantially reduced your chance of injury when getting on (or in) as well as off (or out) of a vehicle or equipment.

PERSONAL PROTECTIVE EQUIPMENT

The Requirement for PPE

To ensure the greatest possible protection for our employees in the workplace, our cooperative efforts are necessary.

Employer Responsibilities:

- A hazard assessment of the workplace was conducted in order to identify and control physical and health hazards. Periodic assessments will be conducted by management.
- House to Home Moving, Inc. will provide PPE for employees.
- Training will be provided in the use and care of the PPE
- House to Home Moving, Inc. will maintain PPE, including replacing worn or damaged PPE.
- Periodic reviews and evaluations of the effectiveness of the PPE program will be conducted.

Employee Responsibilities:

- Properly wear PPE,
- Attend training sessions on PPE,
- Care for, clean and maintain PPE, and
- Inform a supervisor of the need to repair or replace PPE.

The Hazard Assessment

The workplace will be periodically reassessed for any changes in conditions, equipment or operating procedures that could affect occupational hazards. This suitability of existing PPE, including an evaluation of its condition and age, will be included in the reassessment.

Proper Use of PPE

Employees will be responsible for knowledge and compliance of the following:

- When PPE is necessary.
- What PPE is necessary.
- How to properly put on, take off, adjust and wear the PPE.
- The limitations of the PPE.
- Proper care, maintenance, useful life and disposal of PPE.

Employee Training for PPE:

- **Eye and Face Protection:** No eye or face protection is generally required for our ordinary work. If using chemical, be sure to use the proper eye and face protection. Being subjected to environmental issues such as wind or cold may require eye or face protection. Be as prepared as possible to protect yourself. House to Home Moving, Inc. will provide eye and face protection equipment and training as needed.
- **Foot Protection:** Tennis shoes, sport shoes or work shoes or work boots are all acceptable footwear provided they are closed-toe with non-slip soles in good condition.
- **Hand Protection:** For hand protection, there is no ANSI standard for gloves but OSHA recommends that selection be based upon the tasks to be performed and the performance and construction characteristics of the glove material. For protection against chemicals, glove selection must be based on the chemicals encountered, the chemical resistance and the physical properties of the glove material. Gloves are generally worn when moving household goods but there may be instances when the gloves become the hazard. Be aware of the types and applications you will need to get the job done safely.
- **Head Protection:** Although overhead or projectile hazards are not typical, the employee must keep aware of the potential while at job sites. House to Home Moving, Inc. will provide head protection equipment and training as needed.
- **Hearing Protection:** Decibel levels in the workplace generally do not exceed OSHA limits which require hearing protection. House to Home Moving, Inc. will provide hearing protection equipment and training as needed.

SLIPS, TRIPS AND FALLS PREVENTION

Slips trips and falls constitute the majority of general industry accidents. Second only to motor vehicle accidents, slips, trips, and falls are the most frequent accidents leading to personal injury.

Wet or Slippery Surfaces

Wet or slippery surfaces are a major cause of slips. Highly polished floors such as marble, terrazzo, or ceramic tile can be extremely slippery even when dry, and definitely increases the potential for a slip when moisture (spills, rain, snow and mud) is present. Food preparation areas and kitchens are also a high risk for slippery surfaces. To reduce the likelihood of a slip and/or fall on wet or slippery floors:

- Use absorbent mats in areas that tend to be "spill prone" and in entrance ways during inclement weather.
- Have a procedure in place to deal with spills and ensure spills are reported and cleaned up immediately.
- If you must walk on a slippery surface, wear proper footwear for better traction.
- Use railings or other stable objects that you can hold onto.

Environmental Conditions

No matter how well the snow and ice are removed from sidewalks, parking lots and the surrounding streets, people will invariably encounter some slippery surfaces when walking outdoors in the winter. Many cold-weather injuries are the result of falls on ice-covered streets and sidewalks. Walking on snow or ice is especially treacherous. Getting around in icy conditions calls for planning, caution and a little common sense.

- Dress warmly and wear boots with non-skid soles; avoid plastic and leather soles.
- Keep warm, but make sure you can hear and see what's going on around you.
- During the daytime, wear sunglasses to help you see better and avoid hazards.
- When entering a building, remove as much snow and water from your boots as possible. Take notice that floors and stairs may be wet and slippery. Walk carefully.

Insufficient or Inadequate Lighting

Insufficient light can make it difficult to see obstacles and notice changes in the walking surface and is associated with an increase in accidents. Move slowly where light is dim and pay increased attention to your path of travel. Moving too fast increase the likelihood you will misjudge a step or encounter a hazard before you have a chance to notice it. Moving from light to dark areas, or vice versa, can cause temporary vision problems that might cause a person to slip on ice or a spill, or trip over a misplaced object.

Footwear

Improper or worn out footwear can lead to problems with slips, trips and falls. Oversized shoes, improperly fastened shoes and slippery soles all increase the risk of an accident.

- The wear patterns on your boots or shoes are good indicators of possible issues with how you walk or stand. Assess the condition of your work boots or shoes frequently. If

you have significant wear patterns such as uneven wearing at the heel or overstretched leather on either side of your boot, consider getting some help to correct the way you walk and stand to reduce your risk for slip, trip or fall injuries as well as other muscle and joint pain and deterioration issues.

- Always be sure that footwear is the correct size. When trying on shoes or boots make sure that your heels stay in place when you walk and that the width is snug, but not tight.
- Make sure you are able to properly fasten your footwear. If you have boots that lace up, keep the two rows of eyelets parallel to each other. If they are not parallel, it may be the wrong width of boot for you.
- Choose footwear that is appropriate for the job or task you are performing. If you have to walk in slippery conditions, use extra traction with slip on cleats.

Most slip, trip and fall incidents are preventable with general precautions and safety measures.

Housekeeping Procedures / Safe Work Practices

The following housekeeping procedures and safe work practices must be followed to prevent accidents associated with slip, trip and fall hazards:

General Safety:

- Avoid carrying items that will obstruct your view of the walking pathway.
- Avoid running or walking too fast, especially in higher risk areas.
- Avoid walking through potential slip, trip and fall hazards.
- Use extra caution when traveling both outdoors and indoors during/ following wet weather.

General Housekeeping Procedures:

- Clean up spills immediately. For greasy liquids, use suitable cleaning agent. Be sure to wear proper personal protective equipment (refer to the chemical(s) MSDS).
- Use cleaning methods that do not spread the problem. Small spills are often better dealt with using a paper towel instead of a mop that wets a larger area.
- Do not leave floors wet after cleaning – clean them to a completely dry finish if possible. If “clean-to-dry” is not possible, then use barriers and “wet floor” warning signs to keep people off the wet area.

Slip Hazards:

- Floors, platforms, and walkways in the warehouse and offices shall be maintained in good repair and reasonably free of oil, grease, and/or water. While at the job site, it is your responsibility to identify and provide adequate protection in areas where operations require walking on slippery surfaces.
- Slip hazards must be identified and removed promptly.
- Warning signs or other equally effective means (barricades) should be used as a warning system in areas where a slip hazard is present.

Trip Hazards:

- Walkways shall be free of obstructions and dangerous projections (extension cords, power cables, hoses, carts, boxes, debris).

- Position equipment to avoid cables crossing pedestrian routes; use cable covers, securely fix to surfaces, or consider use of cordless tools.
- Ensure floors, floor mats and rugs are securely fixed and do not have uneven or curling edges.

Fall Hazards:

- Stairways pose safety hazards for movers. Moving goods down a staircase typically means hands are not free to use handrails. When carrying boxes or pushing a hand truck, be sure you are able to see your walkway. If unable to manage the load or adequately see the walkway, then stop and get help.
- Ladders pose the same problem, and they are unsteady! When a ladder is used, the employee shall follow safe ladder practices.

Safe practice for loading

Important Information

- Children and the elderly should stay away from the moving site and truck. Make prior arrangements for safety.
- Bring water to prevent dehydration
- When loading and unloading, be sure to bend your knees and lift with your legs, not your back. Don't over-extend yourself when you load or unload the truck.
- Have plenty of moving blankets and straps on hand. To make lifting easier use the proper moving straps and equipment. If necessary, use dollies with load-locking straps for the appliances.

Basic tips for loading the moving truck

- Make sure you keep together all the moving boxes that are equal in size and closed on the top for safe loading purposes.
- Begin by loading all the equal sized boxes in the front of the truck and create a wall across left to right. Pack boxes tight to avoid any falling. Properly secure with straps.
- Load the square furniture such as bedroom dressers, night stands, armoires, etc. Continue room to room loading square items, entertainment centers, TV stands, etc. Properly secure with straps.
- Wrap moving blankets around each piece of furniture and position left to right on the truck evenly distributing the weight.
- Lay moving blankets on the floor of the truck to protect against dirt and load the mattresses. Blanket and place the headboard and footboard between the mattresses. This is also a good place to store the mirror from the dresser. Properly secure with straps.
- Lay blankets on top of the furniture loaded so far and place loose items on top such as plastic plants, open boxes, light weight chairs, and miscellaneous items.
- Load couch with front facing left or right wall, remove cushions and place cushions with the miscellaneous items. Cover couch with blanket, pack any light-weight TV's inside of couch and blanket. Flip loveseat on top of couch with back facing wall and cover with a blanket. Properly secure with straps.
- Load refrigerator, washer, dryer and large appliances. Properly secure with straps.
- Load loose items and fill unused areas with patio furniture and miscellaneous pieces left over.
- Rolled up rugs, bags of linens, etc. can be laid on top to help fill void areas.

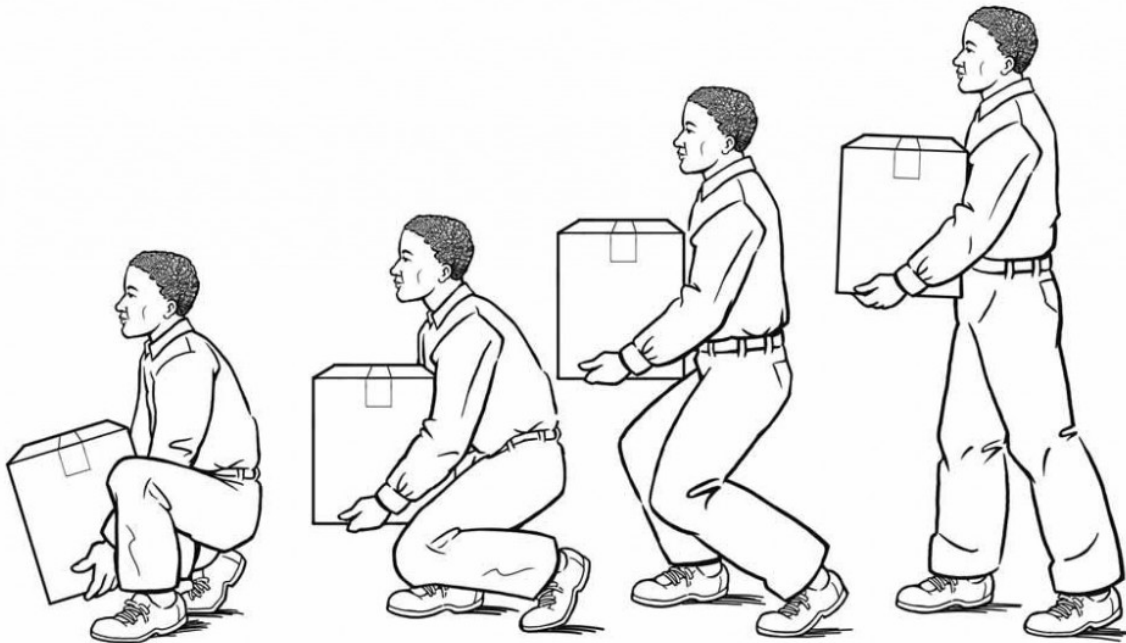
Every move is different including the ways to properly load a truck. These are very basic tips to help you with your move.

Proper Lifting Techniques

- 1. Plan ahead before lifting.**
Knowing what you're doing and where you're going will prevent you from making awkward movements while holding something heavy. Clear a path, and if lifting something with another person, make sure both of you agree on the plan.
- 2. Lift close to your body.**
You will be a stronger and more stable lifter if the object is held close to your body rather than at the end of your reach. Make sure you have a firm hold on the object you are lifting, and keep it balanced close to your body.
- 3. Feet shoulder width apart.**
A solid base of support is important while lifting. Holding your feet too close together will be unstable, too far apart will hinder movement. Keep the feet about shoulder width apart and take short steps.
- 4. Bend your knees and keep your back straight.**
Practice the lifting motion before you lift the object, and think about your motion before you lift. Focus on keeping your spine straight--raise and lower to the ground by bending your knees.
- 5. Tighten your stomach muscles.**
Tightening your abdominal muscles will hold your back in a good lifting position and will help prevent excessive force on the spine.
- 6. Lift with your legs.**
Your legs are many times stronger than your back muscles--let your strength work in your favor. Again, lower to the ground by bending your knees, not your back. Keeping your eyes focused upwards helps to keep your back straight.
- 7. If you're straining, get help.**
If an object is too heavy, or awkward in shape, make sure you have someone around who can help you lift.
- 8. Wear a belt or back support.**
If you are lifting in your job or often at home a back brace belt can help you maintain a better lifting posture.

Tips:

1. **Never bend your back to pick something up.**
It's just not worth the damage that improper lifting technique can cause.
2. **Hold the object close to your body.**
You are a much more stable lifter if you're not reaching for an object.
3. **Don't twist or bend.**
Face in the direction you are walking. If you need to turn, stop, turn in small steps, and then continue walking.
4. **Keep your eyes up.**
Looking slightly upwards will help you maintain a better position of the spine.



Tools and Equipment Policy

House to Home Moving provides all the necessary equipment and tools to complete any job properly. These tools and equipment are available for employees to use for their job(s). If an employee uses the equipment or tools of House to Home Moving they are responsible for the proper use and care of each of the items used. If loss or damage happens due to neglect, the entire crew on that specific job will be held responsible for the item(s) being replaced.

House to Home Moving encourages employees to furnish their own tools. However, each tool box must contain in it the following equipment and tools.

- Tool Box
 - Philip Screwdriver
 - Flathead Screwdriver
 - Adjustable Wrench
 - Allen Wrenches
 - Pliers
 - Box Cutter
 - Mallet
 - Door Stop
 - Hammer
 - Tape Measure
 - Level
 - Socket Set
 - Furniture Movers/Floor Protectors
 - Plastic Bag(s)
 - Drill
 - Drill Bits
 - First Aid Kit
 - Latex Gloves

I have read and understand the tools and equipment policy. I understand that if I decide to use the tools and equipment that House To Home Moving supplies, I will be held responsible for paying for any loss or damage to those item(s) while in my care. I also understand that if I use my own tools, I must carry in my tool box the above listed equipment.

Truck Driver Safety Tips

Driving a truck is a great job although it can be dangerous if you are not careful and if you do not follow driving laws. As a truck driver it is part of your job to insure the safety of your truck load as well as watch out for other drivers and avoid accidents when possible. Statistics show that truck driving has one of the highest fatality rates in the work industry with 800 accidents occurring each year. This is most likely due to the long hours that many drivers put in during the course of one week. On average a truck driver will be behind the wheel for 11 hours at a time for 8 day stretches which equals 88 hours in a little more than a week. That is a lot of driving and many truck drivers are exhausted by the end of their trip. If you follow the **truck driver safety tips** written below you will be a little safer while on the road.

Safety Tips for Truck Drivers

Even when the driving conditions are ideal, it is important to follow all traffic laws and think about your safety and the safety of those driving around you. If you use these truck driver safety tips while on the road it will help you stay safe for your entire trip.

1. One of the most important things is to make sure your truck is in peak operating condition. Check the fluids, brakes and engine before each trip.
2. When you come to a railroad crossing you should come to a complete stop and look both ways down the rail. Once you see that it is clear continue over the tracks. You should never stop with any part of your truck still on the tracks.
3. Stay in one lane if possible. You should avoid switching back and forth.
4. Signal that you are going to stop well before you actually do. Your truck is big and will take a few seconds to actually stop. You should never slam on the breaks. Always ease into a stop.
5. Check your mirrors every 8 seconds. Your blind spots are large and a car could virtually come out of nowhere in an instant.
6. Never let your truck idle for more than five minutes.
7. Do not tailgate. In a big truck you do not have enough time to react to the car in front of you if you are on top of them.
8. You are not allowed to drive for more than 11 hours straight. So make sure you check your times and pull off to rest.
9. Wear loose fitting comfortable clothing. You are going to be sitting in the same position for hours and you want to be comfortable.
10. Eat. This sounds like common sense but many drivers forget to eat or just grab snacks like chips and donuts. Those are not real food. You need to eat a real meal to keep your energy up while driving.
11. Just like a car, anytime you are in the truck you should be wearing your seatbelt.
12. Take your time around corners and curbs. The rollover rate of a truck is extremely high.
13. Check your mirrors before turning. Remember that the truck usually swings wide while turning. Make sure you have plenty of room to turn safely.

If you follow these truck driving safety tips you are sure to make it to your destination with no problems or worries.

Truck Driver Safety in The Winter

If you are driving a truck during the winter months there is a good chance you will run into some bad weather. While driving a truck safely is hard under normal circumstances it is even more important to be aware of your surroundings in a snow storm. Use the **winter time truck driving safety tips** below to help you and those driving on the road around you stay safe.

1. Check your wipers before each trip. You will need them to be working correctly if there is snow or rain.
2. You should always keep a spare blanket, water and a few canned goods in your truck. If you get stuck or need to pull off of the road because of poor driving conditions you may need these things.
3. Keep your eyes on the road. You need to be aware of everything that is going on around you. If someone swerves or crashes in front of your truck you need more time to react than you would on a dry road.
4. It is also a good idea to put extra space between you and the cars around your truck. Again this allows for you to stop if something goes wrong.
5. Keep a look out for other trucks. If you see that they have swerved off the road or even pulled over to wait out the storm it is probably best that you do the same.
6. If there is ice on the truck there is probably ice on the road. If the temperature is cold enough to make your truck icy it is probably doing the same thing to the roads. If you can wait it out you should if not remember to drive slowly and pay attention to your surroundings.

Location: Warehouse	A	NA	SAFETY ISSUE	ACTION
GENERAL SAFETY				
Electrical cords, cover plates in good condition				
Electrical panel unobstructed				
Storage, shelves, cabinets and equipment secure/clean/good condition				
Adequate lighting interior and exterior				
Stairways/floors/aisles unobstructed				
Housekeeping - warehouse				
Housekeeping - office, breakroom, restrooms				
Walking/standing surfaces free of slipping and tripping hazards				
Spill clean up equipment adequate and accessible				
Proper ventilation				
Personal Protective Equipment adequate/accessible/good condition				
FIRST AID/EMERGENCY PREPAREDNESS				
Emergency preparedness plan current				
First Aid Kits - adequate # and maintained				
First Aid Training current and adequate # trained				
Eyewash station adequate and maintained				
First Aid Repots				
CHEMICAL/HAZARDOUS MATERIALS				
Marked and stored properly				
MSDS accessible and less than 3 years old				
Procedures for handling blood/body fluids				
FIRE PREVENTION				
Fire exits unobstructed, clearly marked				
Fire extinguishers clearly marked,/inspected monthly/unobstructed				
OFFICE - BREAKROOM - RESTROOMS				
Housekeeping in breakroom/bathrooms/work area				
Location and condition of file cabinets, lockers, etc.				
Electrical Equipment and cords in proper working condition				
Walkways and aisles unobstructed				
Emergency preparedness and fire prevention				
OTHER				
A = Acceptable				
NA = Not Acceptable. Action required. Include the Remedy and Date of Action				

Location: Jobsite	A	NA	SAFETY ISSUE	ACTION
GENERAL SAFETY				
Adequate lighting interior and exterior				
Stairways/floors/aisles unobstructed				
Housekeeping - Vehicles				
Walking/standing surfaces free of slipping and tripping hazards				
Spill Clean up equipment adequate and accessible				
Personal Protective Equipment adequate/accessible/good condition				
3 Points of Contact procedure				
Proper use of hand tools and power equipment				
Proper use of hand trucks, dollies, etc.				
Proper use of PPE				
Proper lifting techniques				
FIRST AID/EMERGENCY PREPAREDNESS	A	NA	SAFETY ISSUE	ACTION
Emergency preparedness as needed on job site				
First Aid Kits - adequate # and maintained				
Eyewash station or adequate alternative available				
CHEMICAL/HAZARDOUS MATERIALS	A	NA	SAFETY ISSUE	ACTION
Marked and stored properly				
Procedures for handling blood/body fluids				
FIRE PREVENTION	A	NA	SAFETY ISSUE	ACTION
Fire extinguishers in vehicles clearly marked/inspected/maintained				
OTHER				
A = Acceptable				
NA = Not Acceptable. Action required. Include the Remedy and Date of Action				

Champion Risk & Insurance Services, Inc.

Agency Service Team

We are happy to be of service to you. Please call your agency representative with any questions.

Service Team

President	Mark C. Raby mraby@championrisk.net 858-369-7911
Account Executive	Michelle Dress mdress@championrisk.net 858-369-7913
Account Manager	Kim Akasaka kakasaka@championrisk.net 858-369-7914
Assistant Account Manager	Julia Kuna jkuna@championrisk.net 858-369-7922
Receptionist/Certificates/Driver Approval	Jessica Knight jknight@championrisk.net 858-369-7910
Claims Representative	Susan Schroeder sschroeder@championrisk.net 858-369-7910
Claims Manager	Dena Wood-Manke, JD dwood-manke@championrisk.net 714-824-8340
Personal Insurance Representative	Julia Kuna jkuna@championrisk.net 858-369-7921
Employee Benefits Specialist	Elizabeth Long elong@championrisk.net 858-369-7923
Loss Prevention	Steve Hamilton steve@wgbib.net 714-824-8302

HOUSE TO HOME MOVING, INC.

I.I.P.P ACKNOWLEDGEMENT

Employee Name: _____

By signing this form I acknowledge that I have received the House to Home Moving, Inc. Injury and Illness Prevention Program and agree to abide by it. I acknowledge that it is my responsibility to obtain the necessary safety information and training specific to my work environment.

I understand that violation of the rules listed in the Injury Illness and Prevention Program could endanger me or others. I also understand that if I do not abide by these rules I could be subject to corrective action up to and including termination of employment.

Signature _____ Date _____