

# BASIC SAFETY INFORMATION

September 2014



## Food labels

'Use by' dates are put on food that goes off quickly. Going beyond the 'use by' date could people's health at risk, so don't deliver any food after then even if it looks and smells fine.

'Best before' dates are put on a wide range of frozen, dried, tinned and other foods. Except for eggs, 'best before' dates are about quality, not safety. So you can still deliver food (except for eggs) after its 'best before' date has been passed.

'Display until' and 'sell by' are information for shop staff which we can ignore.

## Safe lifting

Please take care of your back when lifting boxes and crates. Here are the main rules for safe lifting and carrying:

- don't over-fill the crates or put too many heavy items in one crate
- bend to lift the crate, don't stoop
- keep your back straight when lifting by tucking in your chin
- lift with your strong leg muscles, not your weaker back muscles
- keep your arms and elbows close to your body when lifting and carrying
- don't twist your body while carrying: move your feet around instead
- to lower the crate, bend your knees and don't stoop
- take care when climbing in and out of the rear of the van, particularly when it is wet out, as the van can be slippery
- in case of doubt, ask someone to help you



## Cleanliness

Moving food around is often a mucky task, and Food for Charity's clients are a pleasantly rugged lot. We don't wear hair nets, plastic gloves etc. But do please observe basic safety rules: wash your hands thoroughly after you have gone to the toilet; don't work when you're obviously sick; rinse out the crates when they become too dirty; clean the depot if it's getting dirty; and clean up any dropped/squashed produce immediately – be it in the van or in the depot – to avoid a slip hazard.

## Footwear and high-visibility vests

Please wear sturdy, closed footwear, to avoid tripping or getting hurt if something falls on your feet, and for reasons of hygiene. High-visibility jackets *must* be worn at some supermarkets: you won't be let into the building unless you are wearing one. They are strongly recommended at other times as well, both for your safety and so that people know who you are.