

15.07 Safety Equipment and Rules

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide basic safety equipment and awareness training to authorized vehicle drivers.

Procedure:

Safety equipment is the responsibility of the Service Technician and the Transportation and Facilities Supervisor. Training on the use of safety equipment shall be included in all driver trainings.

The following safety items are to be maintained in each Goodwill vehicle:

1. Current emergency phone list
2. Policy 15.14, *Accident Procedures*
3. Two incident report forms
4. Stocked first aid kit with current supplies
5. Charged fire extinguisher
6. Two flares
7. Working flashlight
8. Blanket (as required)
9. Current vehicle registration
10. Current insurance card

Vehicle safety training consists of the following:

1. Fire extinguisher location and proper use of the extinguisher and fire suppression techniques.
2. Safety flares location and proper use of flares.
3. Vehicle jack and spare tire location and proper use in the event of a flat tire.
4. Location of on-board emergency first aid kit.
5. Location and use of emergency flashers.
6. Location and use of emergency flashlight.
7. Restrictions against storing items under the hood of a vehicle.