

17.15 Store Safety

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., to maintain safe and clean retail stores.

Procedure:

The store manager is responsible for safety awareness training of store personnel for potential unsafe situations. These situations may include, but are not limited to, wet floors, debris on the floor, empty racks and dangerously stacked merchandise. All procedures and policies found in Section 14, *Safety and Security* will be followed.

Store management shall conduct, as applicable, regular, daily inspections of carts, tables, racks, pallet jacks, forklifts, bales and ladders. Any damaged equipment must be reported to the Director of Retail and the CEO/President immediately. Notification must include a completed Transfer/Repair/Disposal form. An *Inventory Management Book* has been issued to each store and managers should refer to their copy for complete instructions.

The retail stores will be locked and the security alarm activated during the hours the store is not open to the public. If it becomes necessary for an employee to enter the store during non-business hours, the employee must notify the store manager within 24 business hours. The store manager will notify the Director of Facilities, give the name of the person, and reason for entry and length of visit. The Director of Facilities will notify the Director of Retail in writing before each visit.

Members of the Safety Committee may perform safety drills on a quarterly basis.