



**Issaquah Food and Clothing Bank**  
**Volunteers – Outreach Roles**  
**Harvest Issaquah: Safety**  
**Last Updated 3/28/2017**

## Contents

Ladder Safety Training_____	2
Proper Lifting Techniques _____	6
Vehicle Use Policy Introduction _____	7
Vehicle Use Policy Table of Contents _____	8
Vehicle Use Policy_____	9
<i>Appendix B: Driver Consent Form (tear out and sign!)</i> _____	15
<i>Appendix E: MVR Consent Form (tear out and sign!)</i> _____	19

## Summary

We at the Issaquah Food and Clothing Bank want to be sure our volunteers are safe at all times. Because Food Bank Ambassador and Glean Team positions are inherently physical in nature, we hope to give our team members the training and tools they need in order fulfill their duties while avoiding injury.

All team members will watch a **ladder safety** video and take a quiz, and learn about proper **lifting techniques**. Volunteers who wish to use either the IFCB van or their own vehicle for transporting team members, donations and supplies will need to review our **Vehicle Use Policy** and submit the *Driver Consent Form* and the *MVR Consent Form* to Mike Hatada at their earliest convenience. To schedule an appointment, e-mail Mike@IssaquahFoodBank.org.

# ISSAQUAH

Food & Clothing Bank

Issaquah Food and Clothing Bank

Volunteers – Outreach Roles

Harvest Issaquah: Safety

Last Updated 3/28/2017

## Contents

Ladder Safety Training	3
Tripod Orchard Ladder Injuries and Hazards	3
Inspecting, Maintaining and Storing Ladders	3
Setting Up Your Orchard Ladder	4
Fall Prevention	5
Proper Lifting Techniques	6

## LADDER SAFETY TRAINING

Every year people are injured from using tripod orchard ladders. These incidents are preventable. #GleanTeam fruit pickers use this type of ladder regularly. We can prevent worker falls and injuries by following the safety measures described in this section.

### Safety First!

A tripod orchard ladder is a portable, self-supporting ladder used in orchards and landscape maintenance, for tasks such as pruning and fruit harvesting. This type of ladder should not be used as an all-purpose ladder. They are designed with a flared base and a tripod pole that provides support on soft, uneven ground. In addition, these ladders have no spreader bar or locking mechanisms to hold its front in place or to stabilize the ladder. For a tripod orchard ladder to function properly and remain stable, the ladder side rails and tripod pole must slightly penetrate the ground.

### Tripod Orchard Ladder Injuries and Hazards

Sprains and strains are the most common types of ladder injuries and are caused by overreaching, moving, lifting or carrying ladders. Fractures, concussions and dislocations are caused by falls as a result of an unstable ladder, overextension of the ladder's tripod pole, slipping or being struck by a falling ladder. Back injuries can also occur from carrying the ladder incorrectly for long periods of time and over long distances.



Tripod Orchard Ladder Safety Checklist	
<input type="checkbox"/>	Rivets/joints and fastenings are in place and secure.
<input type="checkbox"/>	Steps are in place and secure.
<input type="checkbox"/>	Steps are free of dents, bends, and damage.
<input type="checkbox"/>	Free of rust, grease or oil.
<input type="checkbox"/>	Safe Working Load label is attached to the ladder's side rails.
<input type="checkbox"/>	Top cap is tightly secured to the ladder's side rails and tripod leg hinge.
<input type="checkbox"/>	Tripod leg is intact and not able to bend.
<input type="checkbox"/>	Tripod leg is free of cracks and dents.
<input type="checkbox"/>	Footplate is free of cracks and rust.

### Inspecting, Maintaining and Storing Ladders

Before a ladder is used, we must inspect it to ensure that it has no defects and that it is in good working condition. Focus on:

- Checking ladders in accord with the manufacturer's guidelines to ensure components are in good working order.
- Checking ladders for missing, loose, or sheared rivets, broken steps, and bent rails or tripod poles. After a ladder tips over, inspect it from top to bottom before placing it back in service.
- Removing defective or damaged ladders from service immediately. Placing an "out of service" tag on damaged ladders, and separating them from non-damaged ladders. Repairing damaged ladders must not be done by the worker.
- Storing ladders in accord with the manufacturer's instructions and away from excessive heat and cold.

Once ladder inspection is complete, use safe ladder transporting techniques.

- Place arm and shoulder through the ladder, balancing the ladder on a shoulder securely so it does not swing out.
- Keep your hands away from the rungs to avoid finger injury.
- Be aware of trip hazards such as branches, holes, irrigation pipe, mud, or other debris. Beware of overhead electrical lines.

## Setting Up Your Orchard Ladder

Setting the ladder up properly is an essential safety step. Examine the ground and select an area where the earth is firm, not loose, wet, or uneven. Look for rocks and debris that could cause the feet of the ladder to become unstable. Place the side rails firmly into the soil and test for stability and ideally, place the tripod at a 75 degree angle. Perform a quick test for the appropriate angle by placing your feet in between the side rails' feet and extending your arms to touch the ladder. If the ladder is too close to the arms, the angle is greater than 75 degrees, and if it is too far away from the arms, it is less than 70 degrees. Wider or narrower openings can cause ladder instability.

Place the side rails facing the base of the tree to provide stability in the event that the ladder begins to tip and always use the tripod rather than leaning the ladder on a tree limb. When working on sloped terrain, place the tripod upslope to provide added stability. While working on a cross slope, place the tripod in alignment with the lower side rail.

To watch a demonstration on how to set up and use an orchard ladder properly, visit:



[https://www.youtube.com/watch?v=XwiXXtC60\\_4](https://www.youtube.com/watch?v=XwiXXtC60_4)

## Fall Prevention

When working on a ladder, falls are the most common hazard. More falls occur on the upper part of the ladder than in the middle or lower portions. Most falls are due to slippery steps, unstable ladders, and by not maintaining proper contact with the ladder.

**We can prevent most fall hazards by taking the following safety measures:**

- Place the ladder firmly in the ground to keep it from collapsing, slipping, moving, or falling. Make sure that the ladder is not positioned over a soft spot or hole.
- Ladders placed on sloped ground must have the tripod pole positioned uphill.
- Center yourself between the ladder's side rails and to use both hands to climb up and down the ladder.
- Never move from a ladder onto a tree branch or use a branch for balance. Do not overfill produce bags.
- Do not stand or work on the ladder's top three steps.
- Do not overreach beyond the ladder's side rails; the ladder should be moved to perform orchard work.

Other tips:

- Ascend and descend facing the ladder.
- Hold onto the side rails and not the rungs.
- Begin harvesting fruit at the top of the tree and work down. This way, you will be descending the ladder as the fruit bag becomes fuller rather than ascending the ladder.
- Rest the fruit bag on the rungs to reduce back strain.
- Empty the fruit bag before it becomes too heavy or full. Too much weight in the gleaning bag can easily pull you off balance.
- Never lean too far because this will affect your center of gravity.
- Wear proper fitting clothing that will not catch onto the ladder or tree branches.
- Pay attention to muddy shoes, as this could lead to slipping and falling off of the ladder.
- Move ladder by picking it up.
- Do not use a cell phone while on the ladder.

## Parts of the Ladder



## PROPER LIFTING TECHNIQUES



Follow these tips to avoid injuring your back when lifting crates of food or other items:

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only.

Keep in mind:

- **Do not attempt to lift by bending forward.** Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- Never lift a heavy object above shoulder level.
- Avoid turning or twisting your body while lifting or holding a heavy object.

# ISSAQUAH

Food & Clothing Bank

To: Current and Future Drivers for the Issaquah Food and Clothing Bank  
From: Mike Hatada, IFCB Manager and Cori Walters, Executive Director  
Subject: **Vehicle Use Policy**

First of all, I would like to thank you very much for your service to the food bank. Your commitment to helping us receive food from our partner grocery stores and other agencies on a regular schedule is critical to meeting the daily needs of our clients.

As you probably know, the IFCB recently purchased a van to support our daily and program operations. Because it is our intent to offer the van to volunteer drivers, we developed the attached Vehicle Use Policy to govern its use as well as provide guidance to protect you while driving your own vehicle on our behalf.

Please read the attached document and let me or Cori know if you have any questions or concerns. If you would like to use the IFCB van instead of you own personal vehicle for your existing route(s) please let us know and we will be happy to pursue certification.

After reading this policy document, **we will need the following from you:**

1. A copy of your driver's license and insurance card (to be renewed each two years)
2. Authorization to obtain a driving record abstract from the Department of Motor Vehicles (appendix E, page 19)
3. A signed Driver Consent Form (appendix B, page 15)
4. A signed Driver Training Checklist (appendix C, page 16, steps 1-6)

Thanks again for all that you do to support the Issaquah Food Bank and your friends and neighbors in need.

Very Best Regards,

- Mike Hatada



## Issaquah Food and Clothing Bank

### Vehicle Use Policy

Last Updated May 17, 2016

## Contents

Policy Rationale_____	8
Vehicle Administration_____	8
Screening Drivers - <i>Step 1: Prior to use policy</i> _____	8
Established Driving Policies - <i>Step 2: Before departure</i> _____	8
Established Driving Policies - <i>Step 3: While you are driving</i> _____	9
Maximizing Vehicle Safety_____	9
Use of Personal Vehicles for IFCB Business_____	11
Accident Procedures_____	11
Appendix A – <i>Driver Qualifications</i> _____	13
Appendix B – <i>Driver Consent Form (print and sign!)</i> _____	14
Appendix C – <i>Drivers Training Check List</i> _____	16
Appendix D – <i>Accident / Incident Report</i> _____	17
Appendix E – <i>MVR Consent Form (print and sign!)</i> _____	19
Appendix F – <i>Mileage Log</i> _____	21

# ISSAQUAH

Food & Clothing Bank

## Policy Rationale

The Issaquah Food and Clothing Bank are committed to maintaining a safe and secure environment in which to conduct activities consistent with our mission. This policy is to ensure that all IFCB drivers meet standardized expectations and are informed of our vehicle use guidelines, operation policies and are trained to drive IFCB vehicles prior to use.

## Vehicle Administration

Driver policies guide decision making, establish standard conduct and operational consistency, and supports driver requirements. Written policies will be included in our organization's personnel and volunteer manuals. IFCB Manager, Mike Hatada, is responsible for administering the IFCB driver program – he/she has the power and authority to enforce these organizational policies, encourage safe behavior, answer questions, determine who can drive IFCB vehicles and who can drive their own vehicles on behalf of the IFCB.

## Screening Drivers - Step 1: Prior to use policy

Driver screening process will occur for all new drivers using their own vehicles and drivers using the IFCB vehicle. *This screening is mandatory every two years for all drivers.*

The following items are required:

1. Photo copy of current WA state driver's license
2. Photo copy of current proof of insurance
3. WA state DOL drivers abstract for volunteers or employees (See Appendix A for Driver Qualifications and Appendix E for the MVR Consent form)
4. Application completion includes; agreement to comply with all traffic laws and agreement to adhere to IFCB policies and procedures (Appendix B Driver Consent Form)
5. All new drivers must go through a driver's training with either the IFCB Manager or Executive Director. (Appendix C Drivers Training Check List)
6. If a "major violation" occurs between the two year screenings the driver is obligated to report incident to the IFCB. (p. 5-6)

## Established Driving Policies - Step 2: Before departure

Prior to departure all drivers must follow these guidelines:

1. IFCB vehicles may only be used for business purposes. No personal use is permissible.
2. Check IFCB vehicle out on calendar.
3. Check IFCB or personal vehicle for safety before departing;
  - a. Mirrors adjusted properly for enhanced visibility
  - b. Fuel is sufficient for trip
  - c. Tire pressure adequate
  - d. Items in vehicle are secure
  - e. Lights and blinkers are properly working
4. Complete mileage log at beginning and end of trip if using IFCB vehicle (See Appendix F: Mileage Log)

# ISSAQUAH

## Food & Clothing Bank

5. Prepare adequately for trip
  - a. Know your route prior to departure
  - b. Have on-line map tool set up before departure if necessary
  - c. Use a spotter when possible for backing out if necessary
6. Reduce driving distractions. The following behaviors are *prohibited* while operating a vehicle for the IFCB.
  - a. Telephone use: texting, phone calls, or searching of any kind
  - b. Reading a map
  - c. Pets in vehicle (IFCB vehicle only)
  - d. Eating while driving
7. IFCB staff is permitted to transport clients and volunteers with signed consent form. (Appendix B Vehicle Consent Form)
8. Guidelines must be followed by all volunteers and staff. If an exception to a rule needs to be made, permission from the IFCB Manager or Executive Director is required.

### Established Driving Policies - Step 3: While you are driving

All drivers must follow all legal driving requirements which include, but are not limited to, these guidelines:

1. Use seat belts at all times. Ensure all passengers are using their seatbelt at all times.
2. Always drive within the speed limit.
3. Turn on the headlights during use.
4. Do not drive if you are fatigued.
5. Be familiar with the maintenance procedures for all vehicle systems.

### Maximizing Vehicle Safety

#### **Vehicle Inspection and Maintenance**

IFCB is responsible for monitoring and controlling its own vehicle maintenance and repair, while those utilizing their own vehicles are responsible for their own vehicle maintenance and repair. The following are basic inspection standards:

1. Recommended maintenance schedule and tune ups (all vehicles)
  - a. Check alignment and inspection
  - b. Rotate the tires and replace as necessary
  - c. Check the exhaust system for leaks and make appropriate repairs
  - d. Replace oil and air filters, valves, belts, bolts, pads, and spark plugs, as needed
2. Basic emergency equipment will be in IFCB vehicle and checked on an annual basis including:
  - a. First aid kit
  - b. Jumper cables
  - c. Safety signage/flares
  - d. Emergency contact information
  - e. Accident / incident procedures (Appendix D)
3. Documents are secure and accessible (all vehicles):

# ISSAQUAH

Food & Clothing Bank

1. Vehicle registration
2. Proof of insurance
3. Updated tabs
4. Owners-manual
4. Concluding Vehicle Use Inspection. At the end of each use of an IFCB vehicle, if necessary, the driver should complete an Accident/Incident Report if there were any mechanical problems, break downs or concerns. (Appendix D Accident / Incident Report)
5. IFCB will periodically review all records to ensure that problems were resolved and verify compliance with the IFCB vehicle's service plan.
6. All service records, documentation and incident reports will be retained for IFCB vehicles.

## [Use of Personal Vehicles for IFCB Business](#)

1. Any staff or volunteering using his/her own vehicle for IFCB needs to be an approved driver.
2. All those using their personal vehicle for IFCB business must observe the same policies governing the use of the IFCB fleet vehicles.
3. The driver must provide a copy of an update certificate of insurance which shows liability amount of at least \$100,000.

## [Accident Procedures](#)

If an accident or incident occurs while using a personal vehicle on behalf of the IFCB or utilizing an IFCB vehicle the follow steps must be completed. Accident/Incident Report Forms will be available in the vehicle packet for all drivers of either personal vehicles or IFCB fleet vehicles.

1. If anyone is hurt or there is imminent danger, the first step is to call 911 to manage the emergency.
2. Complete preliminary accident/incident report. (Appendix D Accident / Incident Report)
3. Contact the IFCB Manager, Executive Director or any available staff to report situation. If there are any fatalities, serious injuries or extensive property damage IFCB will send a representative to the scene immediately to initiate an investigation. Key personnel will be trained in basic crash investigation. An investigation will happen as soon as possible after incident.
4. IFCB employee should complete another Accident/Incident Report (Appendix D) while at the scene of the incident.
5. Follow up should be made with all insurance companies involved by an IFCB accident review board.

**Notes/ Questions:**

## Appendix A – *Driver Qualifications*

### **Driver Qualification Requirements / Guidelines**

#### **Motor Vehicle Record:**

A driving abstract driving record will be obtained from the state where a driver holds a license to ascertain the applicant has a valid license and to review the driver's past record. An abstract will be obtained every two years for all drivers. In order to be a driver for the IFCB, one must have a clear and/or acceptable driving record.

#### **Driving record cannot include:**

- Conviction of any major violation as described on page 6
- Reckless driving/speed contest
- Careless driving
- Speeding over 15-mph above the speed limit
- Fleeing or eluding a police officer
- Chemical test refusal
- Leaving the scene of an accident
- Failing to report an accident
- Driving after suspension or revocation of license
- Passing a stopped school bus
- Making a false accident report
- Homicide, manslaughter or assault arising from the use of a motor vehicle

#### **Driver approval criteria:**

Drivers with any combination of the following in the preceding 36 months cannot be approved as drivers for the IFCB.

- DWI or DUI citation or conviction
- 1 major violations (see definition below)
- 3 minor violations (see definition below)
- 2 at-fault collisions

Drivers with any combination of the following in the preceding 12 months cannot be approved as drivers for the IFCB.

- More than 1 collision
- More than 1 moving violation
- More than 2 collisions and 1 moving violation, unless resulting from the same accident.

## Definitions of Major and Minor Violations:

### Major

- Leaving the scene of an accident
- Homicide involving a vehicle
- Eluding a police officer
- Hit and run
- Driving with a suspended or revoked license
- Vehicular manslaughter
- Felony with a vehicle
- Racing, drag racing
- Fraudulent use of a driver's license
- Careless or reckless driving
- DUI, DWI or possession of a controlled substance
- Permitting an unlicensed person to drive
- Speed 20 MPH or over posted speed limit

### Minor

- Any moving violation other than those set forth in the preceding section
- Following too close
- Failure to stop (red light or stop sign)
- Failure to yield right-of-way



**Appendix B - Driver Consent Form**

**Driver Consent Form**

By signing the following Driver Consent Form I agree that I have read and understand the Issaquah Food and Clothing Bank Vehicle Policies and Procedures. I also agree to adhere to all traffic laws while driving on behalf of Issaquah Food and Clothing Bank either in an IFCB vehicle or a personal vehicle.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff: \_\_\_\_\_

**Passenger Waiver**

To the best of my knowledge, I fully understand being a passenger in this vehicle. I am fully aware of risks and hazards associated with this. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to personal property owned by me, as a result of being a passenger in this vehicle, WHETHER CAUSED BY THE NEGLIGENCE OR ACCIDENT or otherwise.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix C - Drivers Training Check List

### Drivers Training Check List

All drivers who drive on behalf of the Issaquah Food and Clothing Bank either in their own vehicle or a vehicle from the IFCB fleet is required to have completed all of the enclosed steps.

1. \_\_\_\_\_ Read all driver policies and procedures
2. \_\_\_\_\_ Copy of driver's license \_\_\_\_\_ expiration date
3. \_\_\_\_\_ Copy of insurance card \_\_\_\_\_ expiration date
4. \_\_\_\_\_ Copy of abstract driving record
5. \_\_\_\_\_ Driver Qualification Score (Appendix A) Approved to Drive for IFCB Staff Initial \_\_\_\_\_
6. \_\_\_\_\_ Signed copy of Vehicle Consent Form (Appendix B)

#### **Driver orientation with IFCB Manager or Executive Director including:**

7. \_\_\_\_\_ Vehicle safety inspection reviewed
8. \_\_\_\_\_ Road test conducted / (list any concerns) \_\_\_\_\_  
\_\_\_\_\_
9. \_\_\_\_\_ Accident procedures & report reviewed (Appendix D)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D – Accident / Incident Report

### Accident/Incident Report

An Accident/Incident Report needs to be completed immediately at the scene of an accident or incident, when information is freshest and most available. Accident/Incident Reports need to be submitted to the IFCB Manager or Executive Director within 12 hours of the incident. An accident or incident includes all major or minor activities that occur to IFCB property or the property of others while acting on behalf of the IFCB. An Accident/Incident Report needs to be completed for traffic violations and vehicle maintenance issues or concerns.

Date of Incident: \_\_\_\_\_ Name of Driver: \_\_\_\_\_

Vehicle License Plate #: \_\_\_\_\_ Vehicle description: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Description of Incident: \_\_\_\_\_

---

---

---

---

---

---

List Injuries that Occurred: \_\_\_\_\_

---

---

Were the Police Called: Yes or No                      Case #: \_\_\_\_\_

Officer Name: \_\_\_\_\_

List Property Damage: \_\_\_\_\_

---

---

---

**Other Driver Information**

Name of Driver: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

Vehicle License Plate #: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_

Insurance Policy #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Driver Name: \_\_\_\_\_ Date: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Follow-up Actions:



**Appendix E – MVR Consent Form**

**Motor Vehicle Report Consent Form**

This is an authorization of:

1. Employee for release of abstract of driving records for employment purposes, at my employer’s discretion for the full term of my employment; or
2. Prospective employee for release of abstract of driving record for employment purposes, not to exceed thirty (30) days from date signed; or
3. Volunteer for the release of abstract for which the volunteer has submitted an application for a position that would require driving by the volunteer at the direction of the Issaquah Food and Clothing Bank.

I, \_\_\_\_\_, am an employee, prospective employee, or Volunteer of the Issaquah Food and Clothing Bank and I request a copy of my official Driving Record in the state of Washington to be released to the Issaquah Food and Clothing Bank.

Print Full Name: \_\_\_\_\_ DL# \_\_\_\_\_

Signature: \_\_\_\_\_ DOB \_\_\_\_\_

The subscriber listed below agrees to, and shall indemnify and hold harmless the state of Washington, Department of License (DOL), The Director of DOL, and all DOL employees from any and all suits at law or equity, and from any and all claims, demands or loss of any nature, including but not limited to all costs and attorney’s fees, arising from an y incorrect or improper disclosure of individual names or addresses under this “Certification of Use,” any defects in any of Subscriber’s procedures followed or omitted or arising from the failure of Subscriber or its officers, employees, customers, contractors or agent to fulfill any of its obligations under this Contract; or arising in any manner from any negligent act of omission by Subscriber or its officers, employees, customers, contractors or agents.

**I hereby certify:**

1. The IFCB is an employer, prospective employer, or volunteer organization of the above named individual.
2. That the information contained in the abstracts of driver records obtained from DOL shall be used in accordance with the requirements and in no way violate the provisions of RCW 46.52.130. No information contained therein will divulged, sold, assigned, or otherwise transferred to any third person or party. The abstracts of driver records shall be used exclusively for Issaquah Food and Clothing Banks purposes.

# ISSAQUAH

Food & Clothing Bank

Issaquah Food and Clothing Bank

179 1<sup>st</sup> Ave. SE, Issaquah, WA 98027

Cori Walters, Executive Director & Mike Hatada, IFCB Manager

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: The employer or prospective employer must maintain this record for a period of not less than two (2) years from the date of the most recent request. Failure to obtain all signatures or misuse of records obtained from the State of WA may result in prosecution under RCW 46.52.130.

