

 THOMPSON RIVERS UNIVERSITY		Risk & Safety Services	Safe Work Procedure	
			Deliveries from Warehouse to Bookstore	
Program/Services Distribution, Bookstore.		Document ID RSS 18.13.5	Department: Risk and Safety Services	
Personal Protective Equipment or Devices Used High-visibility apparel	Training Requirements Forklift operators must be trained and authorized. Personnel involved must be familiar with this procedure.	Applicable Documents Forklift Safety Procedure Pre-Trip Inspection form	Creation Date: 08 OCT 2024	
			Effective Date: 23 OCT 2026	
			Next Review: OCT 2027	
			Revision no.: 5	
			Reviewer: Safety Technician	

PURPOSE

To establish safe procedures for deliveries between the warehouse and bookstore.

PROCEDURE

1. Notify bookstore personnel prior to beginning the delivery.
2. Inspect the delivery route.
3. Assign a designated person to control pedestrian access.
4. Move materials to the bookstore using the approved route when the route has been confirmed clear and pedestrian access is controlled.
5. Complete delivery documentation.

SAFETY RULES

- Pedestrian traffic must be controlled before forklift movement.
- High-visibility apparel must be worn.
- Forklift movement must stop if pedestrians enter the travel route.
- The delivery route must remain clear and unobstructed.

WORKING ALONE

Forklift operation while working alone is prohibited and must comply with TRU Working Alone requirements.

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted. A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident or near miss occurs during delivery activities.

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1		<i>Document missing</i>	
2		<i>Document missing</i>	
3		<i>Document missing</i>	
4	08 OCT 2024	Document updated and released	Safety Advisor
5	23 OCT 2026	Reviewed and updated to align with the current RSS procedure format. Content simplified and revised for clarity while retaining operational delivery controls.	Safety Technician