



## Head Office

825-J Laval Crescent  
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P: 778-471-6407

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9734 - 201 Street  
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## Safe Work Practices policy “COLD ZONE”

### PURPOSE

The Liquor Distribution Branch is committed to providing a safe workplace. Preventing work related illness and injury is our primary goal. The Liquor Distribution Branch, BC Liquor Stores and its employees are committed to cooperating and participating in the safe work practices policy.

### SCOPE

The “Cold Zone” Safe Work Practices apply to all BC Liquor Store employees who have an occupation requirement to work inside the “Cold Zone” loading, stocking and/or organizing the cooler.

### DEFINITIONS

*“hazard”* means a thing or condition that may expose a person to a risk of injury or occupational disease;

*“supervisor”* means a person who instructs, directs and controls workers in the performance of their duties;

*“risk”* means a chance of injury or occupational disease;

*“Cold Zone”* means the area inside the walk-in refrigerator

*“cooler”* means the refrigerator unit itself

### GENERAL RULES

All employees who have an occupational requirement to work inside the Cold Zone must wear all applicable Personal Protective Equipment inclusive of steel toe boots.

Every employee working in the cold zone will have received the following specific training in addition to their orientation package.

- Signs and symptoms of cold stress
- Proper lifting technique and body mechanics
- And Safe Work Procedures associated with their tasks



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## RESPONSIBILITIES:

### Management:

- Identify potential hazards through regular inspections and either eliminate or control the hazards without delay.
- Remedy any workplace conditions that are hazardous to worker health or safety.
- Develop written safe work procedures.
- Encourage workers to express concerns and suggest improvements on health and safety issues, for example, through safety talks, meetings, or consultation with worker representatives

### Supervisors:

- Ensure the health and safety of all workers under their direct supervision.
- Know the WorkSafeBC requirements that apply to the work being supervised and ensure that they are followed.
- Ensure that workers under their supervision are made aware of all known or reasonably foreseeable health and safety hazards where they work.
- Consult and cooperate with joint committee members or worker health and safety representatives and cooperate with others carrying out occupational health and safety duties (including WorkSafeBC prevention officers).
- Ensure that the appropriate personal protective equipment and clothing are available, properly worn when required, and properly inspected and maintained.
- Investigate unsafe conditions reported to them and ensure that corrective action is taken without delay.

### Employees:

- Cooperate with the joint committee or worker health and safety representative, WorkSafeBC prevention officers, and any other person carrying out occupational health and safety duties.
- Learn and follow safe work procedures.
- Be alert to hazards, and report hazards or problems to the supervisor or employer.
- Use the protective clothing, devices, and equipment provided.
- Perform work in a safe manner. Do not engage in horseplay or work while impaired by alcohol, drugs, or other causes



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## PROCEDURES

The procedures for working in the cold zone can be found in the task specific Safe Work Procedures

1. *LOADING COLDZONE*
2. *STOCKING SHELVES IN COLD ZONE*

## REFERENCE:

The information and safe work procedures have been developed using a Risk assessment. The aim of the risk assessment process is to evaluate hazards, then remove that hazard or minimize the level of its risk by adding control measures, as necessary. By doing so, you have created a safer and healthier workplace.

SEE RISK ASSESSMENT #1



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## LOADING PRODUCT IN “COLD ZONE”

Safe work procedures for loading the cold zone.

1. Prior to beginning to load the “COLD ZONE” cooler ensure you inspect all tools you may be using to ensure they are in good working condition.
  - a. Dollies
  - b. Stepping Stool
2. Put on the required Personal protective equipment for working inside the “Cold Zone”
  - a. Insulated proper fitting gloves
  - b. Light weight LDB jacket (located outside the cooler door)
  - c. Depending on the duration inside the cooler, a personal toque may be suggested
3. Enter the cooler and plan where all the products is going to go.
4. Load the dolly using proper lifting techniques.
5. Ensure you do not overload the dolly, and the height of the product will not impede your vision.
6. Prior to moving the loaded dolly make sure the product is secure and will not inadvertently tip over.
7. Open the cooler door and ensure you have adequate space to enter the cooler clear of obstructions.
8. Position the load as close to where you will be unloading it as possible.
9. Stack product to no higher than head height.
10. Tall stacks should be in the back and shorter stacks in the front, to allow accessibility.
11. Load product inline with where they will be placed on the shelving during Stocking.
12. When loading ensure that all products can be reached without moving stacks for the stockers
13. Ensure you leave adequate room between the product and racking to allow dollies and stockers easy access through the Cold Zone”
14. When exiting the cooler, knock on the door prior to opening it to allow anyone on the other side to stand clear.

*\*IF YOU HAVE ANY QUESTIONS OR CONCERNS SPEAK WITH YOUR SHIFT SUPERVISOR\**



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# STOCKING SHELVES IN “COLD ZONE”

Safe Work Procedures for loading the “cold zone”

1. Prior to entering the “Cold Zone” put on required personal protective equipment
  - a. Insulated proper fitting gloves
  - b. Light weight LDB jacket (located outside the cooler door)
  - c. Depending on the duration inside the cooler, a personal toque may be suggested
2. Inspect the inside of the cooler and identify any potential tripping or slipping hazards. If any are present clean and rearrange as to not pose a risk to you.
3. Inspect your step ladder to ensure it is available and in good working condition.
4. Identify what shelves need to be re-stocked and plan accordingly
5. When grabbing product from the stock inside the cooler use proper lifting techniques.
6. Any products that need to be taken or lifted over shoulder height, should utilize the stepping stool.
7. If you come across any product that are damaged or has ripped handles, do not stock on shelves, take the product out of the cold zone and identify as damaged goods
8. If product is not accessible by reaching or the use of a step ladder **DO NOT CLIMB ON THE PRODUCT TO ACCESS.** Report the situation to your supervisor and seek advice on how to access it.
9. If you come across any stacks that are higher than head height or leaning. Report the situation to your supervisor and request how to address the situation.
10. Rotate lifting heavy items with lighter items to give your muscles time to recover
11. If you notice yourself shivering or excessively sweating leave the cooler to warm up and dry off. If you notice a co-worker sweating or shivering suggest to them to leave the cooler to warm up or dry off.
12. When exiting the cooler, knock on the door prior to opening it to allow anyone on the other side to stand clear.

*\*IF YOU HAVE ANY QUESTIONS OR CONCERNS SPEAK WITH YOUR SHIFT SUPERVISOR\**