



Parcel Delivery Driver Safety Communications Schedule

A Framework for Your Safety Meetings

Regular safety communication increases safety awareness and helps prevent injuries. If you show your employees that safety is important to you, they will feel safety is important. Communicating about safety does not need to take a significant amount of time. In many cases, you can cover targeted, useful information in a couple of minutes.

This calendar of safety topics establishes a schedule for your monthly safety meetings and shows you what to cover at the meetings. Use this calendar as the framework to help develop your monthly safety conversations.

- You can use all or some of the material provided for each topic, depending on your needs or time constraints.
- Cover the topics in any order and adjust them based on injury trends, time of year, etc.
- Think about ways to reinforce the verbal messaging by adding your own demonstrations.

	Safety Topic	Supporting Content (available on State Fund's safety resource center, www.SafeAtWorkCA.com)
Week 1	Avoiding Ankle Injuries	<p>Parcel Delivery Resource: Avoiding Ankle Injuries (Handout)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Ankle sprains are the most common injuries for parcel delivery drivers. • How to avoid ankle injuries? <ul style="list-style-type: none"> ◦ Wear appropriate shoes ◦ Keep your eyes on your path. ◦ Prepare by strengthening and stretching your legs.
Week 2	Selecting the Right Shoes	<p>Parcel Delivery Resource: Selecting the Right Shoes (Handout)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Choose slip-resistant shoes. • Select shoes that support your foot <u>and</u> ankle. • Refer to the Grab & Go Handout that provides specific details on what to look for in a shoe that will be supportive and comfortable. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Proper Foot Protection Will Make You Jump for Joy • Shoe Policies • Insoles
Week 3	Safely Entering and Exiting with 3 Points of Contact	<p>Parcel Delivery Resource: Safely Entering and Exiting the Vehicle with 3 Points of Contact (5-minute video, link can be texted to drivers)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Slips and falls are the second leading injury type for parcel delivery drivers. • Maintain 3 points of contact when getting into and out of vehicles. • Check surroundings before parking and avoid potential hazards such as uneven surfaces, mud, and loose gravel. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Entering and Exiting Vehicles Safely • Vehicle Ergonomics
Week 4	Package Handling	<p>Parcel Delivery Resource: Package Handling for Delivery Drivers (10-minute video, link can be texted to drivers)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Plan your route from the van to the delivery location. • Stay aware of curbs, steps, and weather conditions. • Expect the unexpected. • Use the best handling technique based on the package size and weight. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Vehicles: Loading and Unloading • Gloves and Grip Force

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Week 5	Lifting	<p>Parcel Delivery Resource: Lifting and the Delivery Driver (10-minute video, link can be texted to drivers)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Think like an athlete and prepare. • Keep items close to your body. • Do not twist. • Stagger your stance. • Check boxes for weight before lifting. • Choose the best method for lifting and delivering each package. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Safety Meeting: Lifting and Back Injuries • Caring for Your Back • Preventing Sprains and Strains
Week 6	Stretches for Parcel Delivery Drivers	<p>Parcel Delivery Resource: Stretches for Parcel Delivery Drivers (Handout)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Warm up and stretch to improve blood flow and reduce discomfort. • Alternate your position often. <p>Supplemental Information:</p> <ul style="list-style-type: none"> • Warm-up and Stretch • Talking Back: Stretching
Week 7	Avoiding Dog Bites	<p>Parcel Delivery Resource: Avoiding Dog Bites (Handout)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Know the signs of an aggressive dog. • When a dog is present during a delivery, be prepared that it may become aggressive, and have an exit plan.
Week 8	Loading the Van	<p>Parcel Delivery Resource: Loading Your Van (Handout)</p> <p><i>Key Points:</i></p> <ul style="list-style-type: none"> • Load your totes in the order set by the provider. • Always use two hands for packages and totes and avoid twisting. • Try to touch each package only one time.
Week 9	Defensive Driving	<p>General Resources:</p> <ul style="list-style-type: none"> • Safety Meeting: Defensive Driving • Safety Meeting: Distracted Driving Prevention • Safe Driving Tips • Safety Meeting: Dangers of Drowsy Driving
Week 10	Hydration	<p>General Resources:</p> <ul style="list-style-type: none"> • Quench Your Thirst – Prevent Dehydration in the Workplace
Week 11	Heat Illness	<p>General Resources:</p> <ul style="list-style-type: none"> • Heat Illness – Recognition and Prevention • Keep Cool and Carry on This Summer • Heat Illness Prevention Training
Week 12	Sun Exposure	<p>General Resources:</p> <ul style="list-style-type: none"> • Sun Safety While Driving • Safety Meeting: Sun Protection

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For more information, visit: www.SafeAtWorkCA.com