

<h2>Safety Requirements</h2>	<h1>Delivery Acceptance Area Licensee</h1>	 <p>BEER STORE LOGISTICS</p>
		<p>January 2024</p>

The Beer Store (TBS) will only agree to acceptance areas that meet these site safety requirements:

Site Access – Standard TBS Delivery Trucks or Trailers

- at least twelve feet, six inches (12’6”) in height including any obstructions
- at least ten feet, ten inches (10’10’) in width including any obstructions
- appropriate turning radius

Site Access – Specialized TBS Delivery Trucks or Trailers

- at least nine feet, six inches (9’6”) in height including any obstructions
- at least nine feet, two inches (9’2”) in width including any obstructions
- appropriate turning radius

If these minimum requirements cannot be met, then an alternate delivery route must be found.

Unloading/Loading Zone

- not cause the truck or trailer to have a front to back slope (rise/run) of greater than 1 to 6 and a side to slide slope (rise/run) greater than 1 to 20
- ideally, provide a working space on one side or at the rear of the truck of at least ten feet (10’) including obstructions
- minimum, provide a working distance on one side or at the rear of the truck of at least five feet (5’) including obstructions

If these minimum requirements cannot be met, then alternate delivery route must be found.

Loading Docks

- fifty inches (50”) high or have an adjustable plate that reaches a height of fifty inches (50”) with a slope (rise/run) of no greater than 1 to 4.5

If these minimum requirements cannot be met, then pallets of products should not be transported from the truck to the loading dock.

Doorways

- minimum of twenty-six inches wide and sixty-six inches high (26” x 66”) including any obstructions
- for a door jam without a ramp, maximum four inches (4”)
- for a door jam with a ramp, maximum slope (rise/run) of 1 to 4.5

If these minimum requirements cannot be met, then the acceptance area must be before the doorway.

Access Route from the Truck to the Acceptance Area

- ideally a clearance of thirty-six inches wide by seventy-two inches high (36" x 72") including any obstructions
- minimum a clearance of twenty-six inches wide by seventy-two inches high (26" x 72") including any obstructions
- at any point maximum slope (rise/run) of 1 to 6
- route does not require crossing grass or dirt that can not support the weight of any equipment TBS may utilize in any weather conditions
- route requires a maximum of fifteen feet (15') distance travelling backwards with a loaded handcart
- if the route requires a turn around point with a loaded handcart, the turn around point is a minimum of sixty inches wide (60") including obstructions

If these minimum requirements cannot be met, then the acceptance area must be prior to the point in the access route that does not meet this standard.

Steps and Stairs

Ascending Stairs

Our employees will not deliver up any flights of stairs, the acceptance area must be at grade level or below.

Descending Stairs

- steps and stairs must be of standard configuration which is approximately a seven inch rise by eleven inch run (7" x 11")
- ideally a clearance of thirty-four inches wide by seventy-eight inches high (34" x 78") including any obstructions, height is measured vertically from the top of any stair to the ceiling
- minimum a clearance of thirty inches wide by seventy-eight inches high (30" x 78") including any obstructions, height is measured vertically from the top of any stair to the ceiling
- maximum slope (rise/run) of 1 to 4.5 for any ramp over both sides of a single step
- maximum slope (rise/run) of 1 to 6 for any ramp over or around a series of steps
- for deliveries downstairs, the stairs must securely accommodate a slide with a maximum slope (rise/run) of 1 to 3, **kegs can not be delivered downstairs without a slide**

Delivery with a Conveyor

- for deliveries downstairs utilizing a conveyor, the stairs must securely accommodate a conveyor with a maximum slope (rise/run) of 1 to 5 and the conveyor can not be greater than 10 feet (10') in length

If these minimum requirements cannot be met, then the acceptance area must be prior to the stairs. If the stairs are safe, but do not accommodate a conveyor or slide then packaged products must be carried one at a time with one hand always holding on to the handrail (i.e. using a handcart on stairs is unsafe and should not be done).

Delivery Window/Chute

- for window or chute deliveries that incline downwards, the window or chute must securely accommodate a slide with a maximum slope (rise/run) of 1 to 3. Kegs cannot be delivered through a window or chute inclined downward without a slide.
- for window or chute deliveries that incline upwards or are level, window or chute must securely accommodate a conveyor with a maximum slope (rise/run) of 1 to 5 and the conveyor cannot be greater than ten feet (10') in length. Kegs cannot be delivered through a window or chute that inclines upwards.
- not require our staff to crouch into positions that would compromise their ability to lift safely

- the practice of tossing empty containers through a delivery window or chute is unsafe and should not be done

If these minimum requirements cannot be met, then an alternative delivery route must be found.

Acceptance Area

- not have a front to back slope (rise/run) of greater than 1 to 6 and a side to side slope (rise/run) of greater than 1 to 10
- minimum clearance of twenty-four inches wide by sixty-six inches high (24" x 66") including obstructions
- for access with a handcart to a riser without a ramp, maximum height of three inches (3")
- for access with a handcart to a riser with a ramp, maximum slope (rise/run) of 1 to 4.5
- minimum clearance of forty-eight inches wide (48") including obstructions is required if a handcart is used to maneuver products into an acceptance area where the products are stored perpendicularly to the doorway, e.g. in a cooler
- basements must be minimum 6 feet in height, our crew must be able to stand up straight and do not have to bend while working to receive and put away product
- full kegs can not be stacked on top of each other

At the time of delivery, TBS will only deliver to agreed acceptance areas that meet these safety conditions:

- free of parked vehicles or other obstacles that block access and as a result require delivery through unsafe conditions
- nominal ruts, potholes, broken or loose asphalt
- minimal broken or loose concrete or flooring
- snow, garbage or other items not encroaching on minimum work areas, free of unexpected or excessively slippery conditions such as ice, grease, etc.
- lighting levels sufficient to enable staff to see obstacles and potentially unsafe conditions
- doors, lights, etc. in safe working order
- shelving, wall mounted items or piled goods should be secure and stable
- slide or conveyor must be in safe working order
- extra precautions for stairs include, but are not limited to secure handrails, no broken, loose or slanting steps, no garbage or other obstacles on the stairs, appropriate anti-skid surface with no slippery conditions such as water, ice, grease (especially for on-site ramped areas)

If these minimum requirements cannot be met, then an alternative acceptance area must be found.

For all safety matters specific to a logistics site we will involve our local Joint Health and Safety Committee for recommendations and input.