



Barrett-Homes Contractors, Inc.

Warehouse Weekly Time Card

E-mail to: Frank.DeBenedetti@barrett-homes.com or Fax to: 602-272-7782

Name:		Employee #:			Date From:			To:			
TIME CARD MUST BE SIGNED AND SUBMITTED BY MONDAY 9:00 AM				Start Time →							
				End Time →							
Job #	Job Name	ST	OT	M	T	W	TH	F	SA	SU	Notes
WHSE	Warehouse										
TOTALS →											
30 Minute Lunch? Enter Yes or No →											
Signature:							Date:				

**Safety Starts With You!
Your Family and Company Depend on it!**

- Verify that your personal protective equipment is being used as required including back support belts, hard hats, eye protection, and hand protection.
- Conduct a daily warehouse safety walk to identify any hazards or potential unsafe working conditions.
- Verify that the warehouse is in safe working order: isles are clear of debris, there is sufficient lighting, caution signs and lines are visible, materials have been shelved and stacked correctly and safely, and all machinery and equipment have been inspected and cleaned.
- Inspect forklift daily to ensure that it is in good working condition. Seatbelts must be worn at all times.
- Inspect vehicle daily to ensure that it is in good working condition including tires, lights, mirrors, windows, lift gate, and rear movement alert devices.
- Verify that the weekly detailed vehicle maintenance logs have been completed.
- Inspect material loads prior to operating the vehicle. All material loads must be secured properly and at an acceptable load capacity.
- Inspect material tie-down straps weekly for tearing, fraying, and wear.
- Drivers must use safe driving practices and abide by and be aware of all traffic laws. Eating, cell phone use, and loud music are not allowed while driving.
- When delivering materials, verify that the delivery area and path are clear of debris, floor openings, screws, or anything that may abruptly stop your pallet jack or cart or cause a trip hazard.
- Verify that you have complied with all safety policies and procedures as specified in the Barrett-Homes Contractors formal safety manual.

I CERTIFY THAT THE ABOVE SAFETY ITEMS HAVE BEEN COMPLETED & ADDRESSED:

I WAS ACCIDENT/INJURY FREE THIS PAY PERIOD: YES NO Initials