

# Breakable Shipment Handling Directives

Dear Personnel,

As per our safety and handling protocols, it is crucial that all team members adhere to the following directives when dealing with breakable shipments:

## Handling Instructions:

1. Always wear appropriate personal protective equipment (PPE).
2. Inspect all packaging for signs of damage before handling.
3. Use both hands when lifting or moving breakable items.
4. Transport items securely and avoid abrupt movements.
5. Notify a supervisor immediately if any item is damaged.

## Storage Directives:

1. Store breakable items in designated areas only.
2. Avoid stacking items higher than recommended limits.
3. Use cushioning materials to protect items during storage.
4. Ensure that all shelves are stable and secure.

Thank you for your attention to these important guidelines. Ensuring the safety of our personnel and the integrity of our shipments is our collective responsibility.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Date]