



Safety Talk

Safely Storing or Retrieving Material

Can You Lift It???????

When putting material away or getting it out from a work area, think about what you are doing!

1. Is the product heavy; is it too heavy for you to lift?

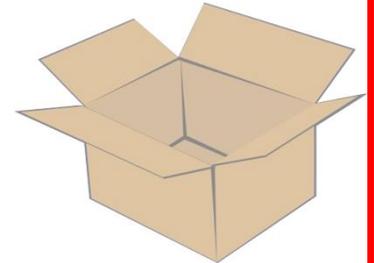
- A general guideline is 1 person should not lift any item greater than 20kg, but not all can lift even that weight. Is the item too heavy?
- If yes, get help!!! Get a second person to help or use a lifting device.

2. Is the product above your shoulders?

- If yes, get help!!! Use a ladder, use a second person or a lifting device.

3. Is the item awkward or of an odd shape?

- If yes, get help!!! Use a second person or a lifting device.



Storage Area Safety

- While retrieving or putting away products/items from shelving and racking units always use the right equipment and procedures
- Use the proper ladders/step stools for the task at hand
- Never over extend your reach, you may lose your balance, fall, cause a strain or sprain all of which could result in severe injury
- Do not stack or store anything near fire exits
- Keep walkways and stairs clear
- Regularly inspect racking, shelving and storage areas
- Never climb on racking or storage units
- Ensure heavy and bulky materials are stored on the lowest racks for ease of handling
- Employees should take care not to strike their heads on overhead racking when storing materials on lower shelves. Employee height could be a factor when assigning tasks that involve storing materials in tight spaces
- Smaller and lighter-weight materials should be stored on the upper shelving if space on lower shelving is limited
- Employees should never throw items to another employee working on a ladder. Rather, materials should be passed from hand to hand
- Ensure that tools such as utility knives are not left on materials stored up high, as these could fall and injure someone
- Ensure that racking structure allows for at least 18 inches of clearance from any sprinkler system and at least 36 inches from any heater
- The load limits of the racks should be identified to ensure they can adequately support the load
- Ensure pallets that are broken are reported to your supervisor and the supplier

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