

## Materials Storage

Safe storage of materials is extremely important in order to prevent injuries. Storage of boxes on pallets and placed in steel racking is one of the most common ways to store material.

- Items must be stored securely to ensure they will not tip or fall, using plastic shrink-wrap is a preferred way to ensure items stacked on pallets stays secure.
- Loose items / boxes must not be hanging over the edge which could fall and hit someone below.
- Larger and / or heavy items should be placed below smaller and / or lighter items.
- Proper clearance / distance must be allowed for safe storage and removal of items.



## Stack Safely

## PRESTO!

- ❖ PUSH equipment rather than pulling it, never push one load and pull another at the same time
- ❖ REPORT all hazards to your Supervisor immediately
- ❖ EQUIPMENT used is the correct type, in good condition and is not overloaded with product
- ❖ SET hands in correct position for both lifting and for moving of carts to ensure safety
- ❖ TAGOUT of equipment that is unserviceable, report right away
- ❖ OBSERVE the area to be travelled and watch where you are going



# Manual Material Handling Safety

BACK SAFETY - KNOW YOUR LOAD

AS YOU LIFT, *Always...*

1. Plan ahead before lifting.
2. Keep load close to your body.
3. Keep back straight and feet shoulder width apart.
4. Bend your knees.
5. Get a good grip of the load
6. Keep your head facing forward.
7. Tighten your stomach muscles.
8. Lift with your legs.
9. Straighten up slowly.
10. Breathe out as you lift.



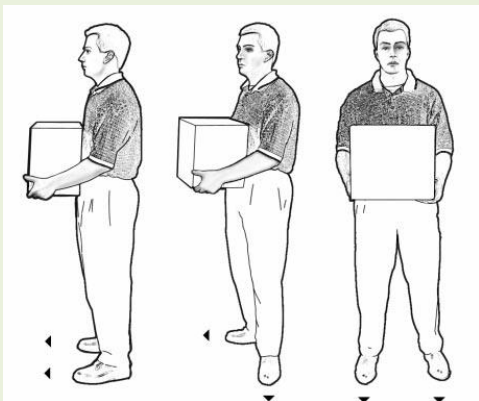
If you're straining, **STOP**, get help

## BE AWARE OF AUKWARD POSTURES

Whenever you bend down – even to pick up something as light as a piece of paper – bend at your knees, not at your waist, and keep your back straight.



Pivot and turn your feet to face the direction of travel, don't twist at the waist.



## LOADING OF CARTS

Take care when staging material handling carts or pump trucks to ensure aisles are not blocked or too congested with equipment and skids.

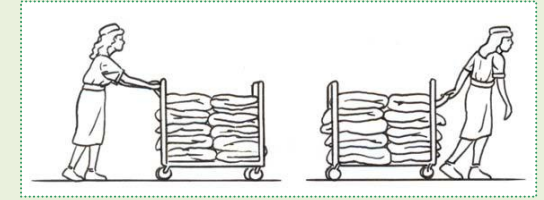
Overloaded carts can be too heavy to move. It can also make it difficult (too high) for others to reach equipment or product.



## Housekeeping

- Even small pieces of debris can cause Associates injury and cause equipment to fall over. (Wood from skids, tape, plastic strapping or tags can all cause slip hazards in the work area).
- Pickup after yourself
- Don't wait for someone else to clean up hazards

## WHY - PUSH rather than Pull?



- ❖ The cart can run over your feet or strike your ankles / heels when you are pulling it.
- ❖ Pushing and pulling loads at the same time puts you in an awkward position and could cause an injury.
- ❖ If you PULL a load you are either walking backwards or twisting your body – i. You can't see where you are going ii. It offsets your centre of gravity iii. It causes stress to your shoulders and back
- ❖ Higher push forces is achieved by putting our body weight into the load by PUSHING IT.
- ❖ Don't push more than you can handle. Too much weight or too many pieces can cause injury

**Help to keep yourself and fellow workers safe**