

Company Name

SAFE WORK PRACTICE

STORAGE AND HANDLING OF MATERIALS

SPECIAL EQUIPMENT REQUIRED

Depending on the materials, special storage lockers and special handling equipment and PPE may be required.

INTRODUCTION

Proper storage and handling of materials contributes to a safer workplace. The most common contributor to poor housekeeping is clutter and disorder caused by material accumulation on floors, work benches and in vehicles and equipment.

PRACTICES

This practice applies to material stores at jobsites as well as in company facilities. The main objective is to store and handle all material in such a manner that it does not pose a threat to injury or to property damage.

- Follow instructions on all packaging labels, i.e., Fragile, This Side Up as well as any hazardous information.
- Never store materials in such a manner to block walkways or exits.
- Do not stack material high enough that it is unstable.
- Store material in dry locations.
- When Data Information Sheets are applicable, make copies available in the stored area.
- When material is returned to the warehouse, check with your supervisor if you are unsure of the proper storage area.
- When possible, leave all labels facing forward.
- When transporting goods by vehicles, follow all Motor Vehicle regulations regarding overhangs from tailgates and securing cargo.
- If hoisting is required, follow the proper procedures.
- When storing pipe and other cylindrical objects above grade level brace the material to prevent it from rolling to an unwanted area.

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Work Practice Review Records

Last Review Date	Leader (person responsible)	How (eg: Safety meeting)