

# MATERIAL HANDLING & STORAGE

## Material Handling

### Make the Workplace Safer

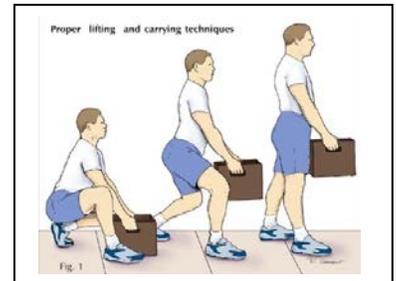
- ✓ Clean up spills and make sure all paths of travel are clear.
- ✓ Make sure all exits are free and clear of obstructions.
- ✓ Use handcarts or other mechanical means when moving heavy objects.

#### DID YOU KNOW?

One of the most common injuries employees face are from lifting which results in back injuries.

### Follow Safe Work Practices

- ✓ Never lift any materials that you feel are too heavy or too large in size. Use team lifting or lift by mechanical means, such as a hand cart.
- ✓ If you need to use a ladder, make sure you're properly trained to use that ladder and that the ladder is safe to use.
- ✓ Never stand on a chair or other device that is not approved as a ladder.
- ✓ Never lift yourself up on a shelf to reach a higher shelf.
- ✓ When lifting objects, keep your back straight and bend your legs using your thigh muscles.



## Storage

### Make the Workplace Safer

- ✓ Use the right shelf designed for the materials.
- ✓ Make sure that the shelving is secured against the wall so that the shelving cannot fall.

### Follow Safe Work Practices

- ✓ When storing objects, store lighter objects on top and heavier objects on the bottom.
- ✓ Never store objects so that they stick out past the shelving and can become a hazard.
- ✓ When storing objects overhead, make sure that the anchorage system is sufficient for the weight of the object or objects.
- ✓ Never store hazardous chemicals where they may interact with other hazardous chemicals.
- ✓ Read the chemical Material Safety Data Sheet (MSDS) to verify where a chemical can be stored.
- ✓ When storing flammable chemicals, make sure a fire extinguisher is mounted nearby.
- ✓ Never store objects on shelving that may block or damage a fire extinguisher.
- ✓ Never store material on top of walk-in freezers or other structures that are not designed to support storage weight.

