

TOOL BOX TALKS

Storage Room Safety Basics

Gather employees to explain common potential storage room hazards and the safety precautions and procedures that are important to storage room safety. The result should be closer attention to tasks that could cause accidents, more effort to follow safety rules, and fewer accidents and near misses in the storage rooms. This safety meeting should be conducted in the warehouse, where examples are close at hand. Gather employees and review the following tips:

WORKSAFE TIPS

HAZARDS IN STORAGE ROOM AREAS

- Falling products
- Ladders
- Heavy boxes
- Chemicals

HOUSEKEEPING

- Keep the storage room neat and free of excess clutter.
- Place all supplies in an orderly fashion on the shelving; heaviest items on the lower shelves
- Wipe up spills immediately; place cones or signs around the area to warn other employees
- Notify supervisor if you notice that the flooring is damaged
- Never store oil or other slippery liquid substances on the floor.

SLIP, TRIP AND FALL

- If you see a trip hazard, pick it up!!!
- What items can cause a slip, trip and fall?
 - Shrink wrapping
 - Strapping
 - Cardboard
 - Waste paper
 - Chemical spills/leakage
- It is everyone's job to pick up and discard waste.
- Never walk by and ignore trip hazards.
- Inspect the work area often for these hazards.
- Empty trash cans when full – do not allow them to overflow.
- Never run in and out of the storage area; watch where you are walking while carrying supplies.

SAFE LIFTING BASICS

- Does the object need to be lifted in the first place?
- Can a tool be used?
 - Cart
 - Dolly
 - Hand truck
 - Wheelbarrow
- Can the load be broken into smaller quantities?
- Verify the walking path is clear of trip hazards, obstacles and holes.
- Plan the route – take the shortest route possible.
- Are there handles?
- What is the weight? Is there a ticket or bill of lading that states the weight?
- Avoid twisting the body – places enormous weight on the lower spine.
- Change direction with your feet, do not twist.
- Slowly lower the load - do not drop the load.

LADDER SAFETY BASICS

- Inspect ladders before climbing.
- Never use a damaged or unsafe ladder.
- Verify ladder capacity before climbing.
- Don't use them for anything other than the job they're intended to do.
- Never stand on the top two steps of a stepladder, and don't use a step ladder as a straight ladder.
- Raise extension ladders 3 feet (3 or 4 rungs) over the landing area.
- Tie off / secure extension ladders to prevent tip over or kick out.