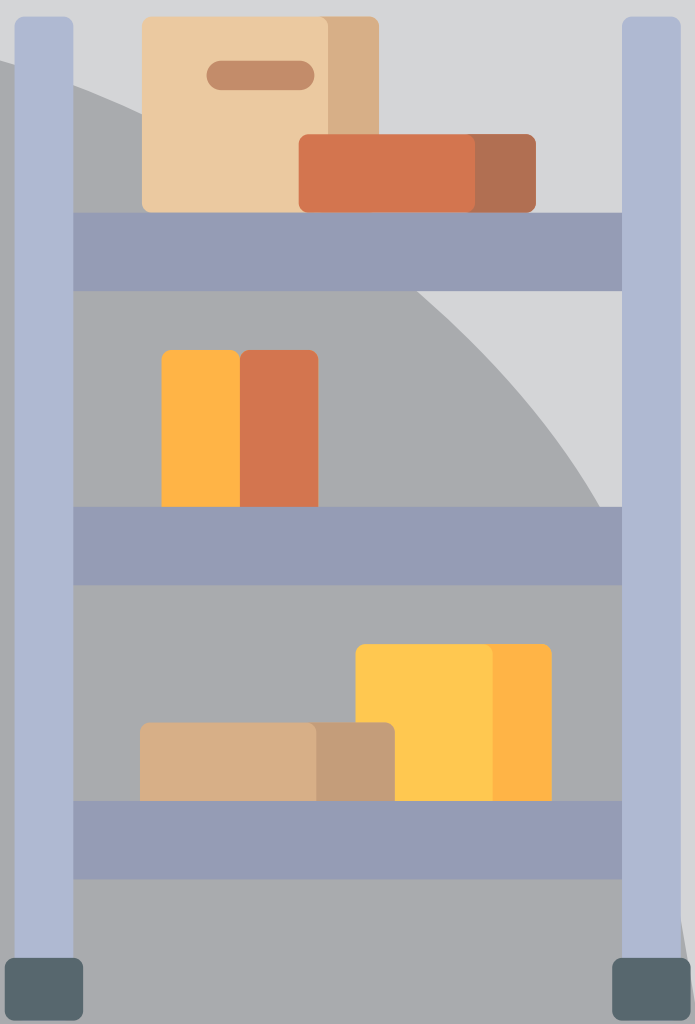


# PROPER STORAGE



1

When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and placing it on the shelf.

2

Place heavier items about mid-height. This prevents you from having to bend down and pick it up later when it is needed.

3

Lighter weight items should be placed on higher shelves.

4

Make sure the weight is evenly distributed across the shelf. You do not want heavy items all on one side, as this could cause the shelf to warp and possibly break.

5

Place items on the shelves so that they lie flat and do not lean against each other.

6

Do not let items overhang from the shelves into the walkways.

## Proper storage training guide

Below are questions and talking guides for proper storage.

### Stocking

Where should the body be positioned while stocking?

Directly in front of the shelves to be stocked. Doing so prevents twisting and straining while moving items.

### Shelving

True or False"

Shelves should be stocked fully starting at one end and working towards the opposite end?

False:

Shelves should be loaded evenly by distributing the weight as items are loaded.

### Open discussion

Where are the primary storage areas in the facility?

Are there adequate material handling aids to assist with transferring and moving items into and out of shelving such as dollies and carts?

Do we know and practice good lifting techniques when moving and stocking material?

### Conclusion

Properly storing items as well as using good material handling technique and aids can help in preventing injuries in storage areas. Assess each of the storage areas within our specific operation to ensure all proper setup and procedures are being followed.