

## (11) Material Handling and Storage

### (11.1) Overview

- **Purpose**

The purpose of this section is to outline [Your Company Name] guidelines for the safe handling and storage of materials. Adherence to these guidelines will help prevent injuries and maintain a safe working environment.

- **Scope**

This policy applies to all employees of [Your Company Name], including contractors, temporary workers, and visitors who are engaged in the handling, storage, and disposal of materials on our premises.

- **Responsibility**

All employees must understand and adhere to the rules and procedures outlined in this section. Supervisors are responsible for training and enforcing these procedures.

### (11.2) General Procedures

- **Handling**

All materials must be handled using the appropriate tools or equipment, such as forklifts, pallet jacks, or hand trucks. No materials should be moved manually if they exceed safe lifting limits or if they are awkward to handle.

- **Material Handling Equipment (MHE):**

We provide training for the safe operation of all material handling equipment, such as forklifts and pallet jacks. Regular inspections and maintenance are carried out to ensure that all equipment is in safe working order.

- **Storage**

Materials must be stored in designated areas that do not block emergency exits, aisles, fire extinguishers, or electrical panels. Materials must be stacked safely to prevent collapse or toppling.

- **Storage Area Design**

We maintain carefully designed and organized storage areas. Different materials are stored separately to avoid reactions. Stack heights are monitored to avoid tip-over accidents, and aisles are clearly marked and kept clear. Regular housekeeping ensures clean and clutter-free spaces.

- **Training**

Training in safe material handling techniques will be provided to all relevant employees. This training will be repeated as necessary and will include the correct use of handling equipment, manual lifting techniques, and emergency procedures.

### **(11.3) Specific Procedures**

- **Hazardous Materials**

Hazardous materials must be handled and stored according to specific rules outlined in Section 6.3 of this safety manual (Hazard Communication).

- **Personal Protective Equipment (PPE):**

We require the use of appropriate PPE during material handling activities. This may include gloves, safety shoes, or back supports. You will be trained on the correct use of PPE.

- **Heavy Materials**

We aim to minimize strain injuries. Training is provided on correct lifting techniques and measures to reduce repetitive motion injuries. If you notice any ergonomic risk factors, report them immediately to your supervisor.

Heavy materials should be stored at a lower height to minimize potential fall hazards and must be moved using appropriate lifting equipment.

- **Inspection and Maintenance:**

Regular inspections of storage areas will be conducted to ensure compliance with these procedures. Any deficiencies must be immediately reported to the supervisor for correction.

- **Emergency Procedures:**

In case of an emergency, such as a spill, collapse, or fire, follow the procedures outlined in Section XX of this safety manual (Emergency Planning and Response).