



CODE OF SAFE CONDUCT FOR STOREROOMS

A. Storeroom-Safety Goal

It is our goal to have no accidents as the result of unsafe storage practices. The safety rules in this section are prepared to help all employees achieve that goal.

B. Safe Storage of Boxes and Other Containers

Properly stack boxes and other containers by following these procedures:

1. Lift objects keeping your back straight and bending at the knees.
2. Stack containers according to their size--either all of the same size together or larger ones on the bottom graduating to smaller ones on the top.
3. Stack containers with the heavier ones on the bottom graduating to lighter ones on top, but do not put very heavy items on bottom shelves. Place very heavy items on middle shelves, so they won't have to be lifted so far.
4. Do not place items on containers that are in poor condition or that can not support the weight of the items on top of it.
5. Stack containers that are not on a shelf no higher than six feet. If items are not stacked against a wall, stack them no higher than waist high.
6. Stack containers against a wall for additional support.
7. Stack containers out of the way of traffic areas. Traffic areas must remain free from congestion.
8. Do not stack materials in front of a doorway.
9. Do not block alarm pull stations, electrical access cabinets, fire fighting equipment or ventilation grills with stored materials.
10. When handling very large or heavy materials, ask for help. Do not attempt to do too much alone.
11. Store materials soon after delivery to avoid cluttered work areas.

B. Safe Storage of Boxes and Other Containers (Cont.)

12. Store canned goods, bottled goods and pressurized containers away from hot pipes, hot walls and fire sprinkler heads.

C. Safe Storage on Shelves

Follow these practices when storing materials on shelves.

1. Store heavy containers no lower than the second shelf from the floor in order to minimize the risk of back injuries.
2. Small, light and infrequently used items are stored on upper shelves.
3. Use a stool or step ladder to place or retrieve materials from upper shelves. Do not use a chair, table, pail, etc. as a step stool. Do not use the bottom shelf as a step stool.
4. Do not stack items on top of each other on top shelves.

D. Storeroom Cleanliness

Cleanliness and neatness are important in safe storage areas. Practice these procedures for a safe storeroom:

1. Keep storeroom floors clean and free of debris.
2. Keep storeroom floors in good repair.
3. After unpacking products, immediately dispose of the packing materials and containers.
4. Sweep or mop up any spills.

E. Storeroom Fire Safety

In order to prevent a fire from starting in a storage area, practice these safety rules:

1. Do not smoke in any storeroom.
2. Store all flammable materials (such as paper products, linen, etc.) away from heat.
3. Do not keep oily, greasy or paint rags in storerooms.
4. Store all flammable fluids (such as paint, kerosene, oil, paint remover, paint thinner, etc.) in a locked NFPA-approved safety storage cabinet.
5. Mark in large letters all highly flammable materials.
6. Do not leave empty boxes and loose papers in storerooms.
7. Do not let unnecessary combustible materials (such as paper, lumber, construction materials, or rags) accumulate.
8. Store matches (such as guest room matches in room-attendant closets) in small quantities in sealed metal cans.



F. Storing Chemicals Safely

Storage of chemicals requires special attention, including the following:

1. Do not store any type of chemicals on the same shelf, near or above consumable food or beverages or around tools or supplies that may come in contact with food or beverages.
2. All chemicals must be clearly marked with the type of chemical, its use and the vendors' recommended antidote procedure if the chemical is hazardous if swallowed or if it is hazardous if it comes in contact with skin or eyes.
3. Do not store chlorine in the same area as combustible materials.

G. Storeroom Safety Clothing

When working frequently in storage areas or receiving, handling or delivering materials frequently in your work, wear clothing that will make your work safer, including:

1. Wear steel-toed shoes with non-skid soles and leather bodies.
2. Wear sturdy work gloves when handling wooden boxes or other items with sharp or rough edges.
3. Wear warm clothes when working in outdoor receiving areas on cold days.
4. Wear an overcoat and gloves when working in a walk-in freezer for more than few minutes.

H. Opening Boxes

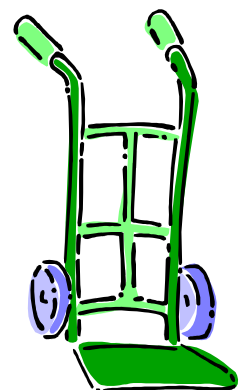
You can get a bad cut from a staple or other sharp edge by improperly opening a box or other container. Follow these guidelines to avoid injuries:

1. Use a box cutter to open boxes.
2. Use a prying tool to open wooden crates.
3. Remove and dispose of all nails from wooden crates.

I. Portable Carts and Hand Trucks

Follow these guidelines when using portable carts and hand trucks to move materials:

1. Stack hand trucks and carts safely with large and heavy items on the bottom.
2. Stack carts and hand trucks so as not to restrict visibility.
3. Do not leave a hand truck or cart unattended where they may roll.
4. Do not leave a hand truck or cart in a traffic area, such as a doorway or corridor, where someone may walk into it.



I. Portable Carts and Hand Trucks (Cont.)

5. Do not attempt to push or pull a heavy hand truck or cart up a hill or over a threshold without help.
6. Report any carts or hand trucks with malfunctioning wheels or broken handles.
7. Only use carts that are in safe working condition.
8. For back safety, push carts—do not pull them.

J. Safe Storage of Pressurized Tanks

Pressurized tanks, such as helium or CO₂ tanks pose special storage risks from rapid pressure release, toppling and explosion. To avoid these risks, adhere to the following safe practices:

1. Chain any pressurized tanks of over 20 pounds to a wall or post.
2. Do not keep tanks with damaged valves.
3. Check tanks with regulated valves frequently to be certain the internal pressure is not too high.
4. Store pressurized tanks away from hot pipes, hot walls and open flames.