

**HANDLING AND STORING
INVENTORY**

Safe Work Procedure

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Department / Area: Logistics and Supply Chain Management	Approved By: Regional Manager of Logistics and Supply Chain Management	Date Created:	Review / Revised date: May 2014																																								
Potential Hazards: Fill in those that apply		Personal protective equipment / devices required / other safety considerations																																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">H</th> <th style="width: 5%;">M</th> <th style="width: 5%;">L</th> <th style="width: 85%;">risk for injury</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Awkward postures – bending, reaching</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Forceful exertions – lifting heavy items</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Repetitive movements – opening boxes, stocking</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Compression</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Sharp points / edges – box edges, utility knife</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Pinch points</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Materials falling</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Surfaces causing falls</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Moving machinery</td> </tr> </tbody> </table>		H	M	L	risk for injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Awkward postures – bending, reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful exertions – lifting heavy items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Repetitive movements – opening boxes, stocking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Compression	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sharp points / edges – box edges, utility knife	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pinch points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Materials falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surfaces causing falls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery	<p>-Gloves when handling sharp or jagged items or when there is risk of pinches</p> <p>-Protective closed toe footwear</p> <p>-Cart, dolly, or wheeler to move heavy goods</p> <p>-Heavier items should be stored between hip to shoulder height to reduce bending</p>	
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		<p>-Module 1 SCHIPP Orientation</p> <p>-See also Manual Materials Handling SWP</p>																																									
<p>Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.</p>																																											
Employers must ensure that workers are trained and follow this safe work procedure																																											
Steps to perform this task safely:																																											
<p>-Assess the load. Do not attempt to lift or carry heavy or awkward items by yourself. Use lift aid (cart, 2 wheeler etc) or get assistance</p> <p>-Store heavier items or most frequently used items between hips and chest to reduce bending and to allow safer body positioning for moving heavier loads.</p> <p>-Use stairs if items are beyond a comfortable reach or if reaching is repetitive</p> <p>-If you must slide material closer or away from you, try to keep your back straight and weight shift with your whole body rather than using only your arms</p> <p>-If possible ensure there is enough room to lift properly and travel by moving obstructions</p> <p>-Proper lifting and carrying technique is to:</p> <ul style="list-style-type: none"> -use a wide stance either side to side or front to back (lunge position). Get close to what you have to lift -get a good grip before lifting or lowering with both hands if possible -bend your knees and hips -try to keep your back straight, shoulders back and elbows in -lift by pushing with your legs. If using a lunge position, push more through your front leg -don't hold your breath -keep the load close to your body when lifting or carrying -turn by taking small steps with your feet. Avoid twisting your back when lifting, lowering, carrying or pushing & pulling <p>- If a load is to go or is to be pulled from a high shelf within a standing reach, keep elbows in line with the body and extra tightening of the abdominals can help keep the back from arching backward excessively</p>																																											