



FS-SWP-401.1	STORAGE OF ITEMS	
Department / Area: Nutrition & Food Services	Date Created: January 16, 2014	Review / Revised date: March 1, 2018
Approved By: Regional Manager Nutrition and Food Services		

Potential Hazards: Fill in those that apply	Personal protective equipment / devices required / other safety considerations
<p>H M L risk for injury</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Awkward postures – bending, reaching</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Forceful exertions – lifting heavy items</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Repetitive movements – opening boxes, stocking</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Sharp points / edges – box edges, utility knife</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Pinch points – fingers against edges of shelves</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Materials falling – Cluttered shelves</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Other _____</p>	<ul style="list-style-type: none"> Gloves when handling sharp or jagged items or when there is a risk of pinches Protective closed toe footwear Cart, dolly, or wheeler to move heavy goods Heavier items should be stored between hip to shoulder height to reduce bending <p>Training / Reference information</p> <ul style="list-style-type: none"> Injury prevention orientation

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.

Employers must ensure that workers are trained and follow this safe work procedure
Steps to perform this task safely:

- 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
- If using utility knife to open boxes or bags, direct knife away from your body and ensure other hand is clear
- Store heavier items or most frequently used items between hips and chest to reduce repetitive bending and to allow safer body positioning for moving heavier loads.
- Use stairs if items are beyond a comfortable reach or if reaching is repetitive
- 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
- If possible ensure there is enough room to lift properly and travel by moving obstructions
- Proper lifting and carrying technique is to:
 - use a wide stance either side to side or front to back .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
- 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
- Keep items 18 inches of clearance around any fire sprinkler head
- Maintain a clear pathway for easy access to stocked items