

Housekeeping

The Risk

Storage of parts, chemicals, equipment, etc. is a major function at work locations. Improperly stored items can result in spills and employee injuries.

The following information outlines best practices to assist in managing the risk associated with storage of items in the workplace.

The Controls

Storeroom

Storeroom inventory is stored on shelves, in bins, and on the floor.

Bins, shelves, etc. should be labeled to assist employees in finding the proper tool or part. Shelves and overhead floors should have load ratings so as not to overload the shelf or the floor. Shelves and bins should be secured so they will not topple over.

Items should be stored on shelves with heaviest items on the bottom shelves and lighter items on the top shelf.

Chemicals should be stored in appropriate areas on containment pads or should be in an area that will keep spills from reaching bare ground.

There should be an approval process for all chemicals ordered and brought onto the property. The chemicals received into the facility must be labelled and must have a Safety Data Sheet (SDS) on file.

Material Handling Equipment

Material handling equipment used to lift or move items for storage must be inspected before use using the walk-around inspection form. Only qualified operators should be operating equipment.

Equipment must have the load rating stenciled on equipment to prevent trying to move something that is too heavy or exceeds the load rating of the equipment.

Employee Training

Employees should be trained in proper lifting techniques as some items will require manual handling.

Employees using material handling equipment should be trained and qualified to operate equipment and how to conduct a walk-around inspection.

Employees should be trained on what to do in the case a chemical container is leaking or a spill occurs.

Relevant OSHA Regulations

1910.176

Disclaimer

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