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# SAFE

## Stocking Storage Safely

*Learn how to reduce injuries while loading shelves*

Unloading and stacking supplies in the storage area can be dangerous. Serious injuries can occur due to not lifting items properly, and maintaining a clean and organized storage area is essential to preventing these injuries.

### Stocking and Stacking

Proper stacking and storing of items will help you locate products safely and easily as well as maintain an accurate count of inventory.

- Stack heavier items on the lower shelves to reduce the need to reach over your head.
- Place items that you and other employees use frequently on shelves at waist level to reduce reaching.
- The oldest product or anything already opened should be placed in the front, ensuring that it is used first.

- Store products with the label facing up or forward toward the front of the storage shelf.
- Keep storage areas clean. Not only does this help avoid damaging any product, an organized storage area makes it much easier to find the product you need.

### Lifting Step-by-step

Pick up and set down a load without injury by following these steps.

1. Bring the load as close to your body as possible before lifting.
2. Push up with your legs instead of your back by bending your knees. Keep your head up and your back straight.
3. If you need to turn, shift your feet instead of twisting your body at the waist.
4. Keep the load directly in



### Safe Stacking

If you notice any storage that has been stacked improperly or looks like it is unstable, report it immediately to your supervisor. Ensuring the safety of yourself and other employees starts with prevention techniques such as being aware of hazards.



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front of you with your elbows close to your body when walking with the load.

5. When setting the load down, use your legs and bend your knees to slowly lower the load. Watch out for your fingers and toes.

- Wear gloves to prevent getting slivers or nail puncture wounds.
- Never attempt to carry anything without examining the path you will take. If there are obstacles in the way, remove them before continuing.

## Lifting Smart

Follow these general safety tips to reduce the risk of injury when stacking and storing products.

- Use a stool or ladder to access items on high shelves to avoid reaching over your head.
- Separate large boxes into smaller loads and carry them one at a time.
- Use handrails when traveling on stairs and carrying items.
- Use a hand cart when moving large items. If available, forklifts or pallet jacks are better than transporting large loads by hand and risking injury.