

Storing Materials

Safety Meeting Packet

Protect Your Workforce

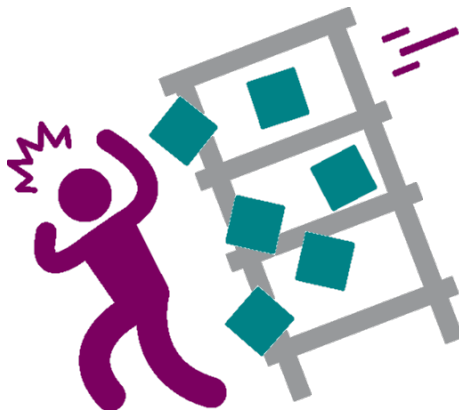


Handling and storing materials is an important part of any industry. It can include operations from hoisting loads with a crane, to hauling materials by vehicle and stacking materials. In addition to raw materials, these operations provide a continuous flow of parts and assemblies through the workplace and ensure that materials are available when needed. The improper handling and storing of materials can result in lost materials, property damage,

costly injuries, or death.

Avoid Storage Hazards

Stored materials must not create a hazard for employees. Employees should be aware of materials' height and weight, how accessible the stored materials are to the user, and the condition of the containers where the materials are being stored when stacking and piling materials.



Prevent creating hazards when storing materials by doing the following:

- Keep storage areas free from accumulated materials that cause tripping, fires, or explosions, or that may contribute to the harboring of rats and other pests.
- Place stored materials inside buildings that are under construction and at least 6 feet from hoist ways, or inside floor openings and at least 10 feet away from exterior walls.
- Separate noncompatible material.

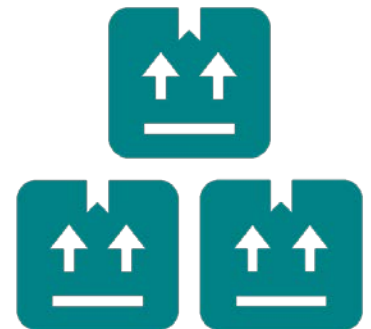
- Equip employees who work on stored grain in silos, hoppers, or tanks, with lifelines and safety belts
- Workers should place bound material on racks, and secure it by stacking, blocking, or interlocking to prevent it from sliding, falling, or collapsing.

Stacking

Stacking materials is dangerous if workers do not follow safety guidelines. Properly stacked materials prevent falling and collapsing loads, which can crush or pin workers, causing physical harm and/or property damage.

To prevent injuries when stacking materials, workers must:

- Stack lumber under 16 feet high if it is handled manually, and under 20 feet if using a forklift.
- Before stacking used lumber, remove all nails.
- Stack and level lumber on solidly-supported sills.
- Ensure that stacks are self-supporting and stable.
- Do not store poles, pipes, and/or bars in racks that face main aisles to avoid creating hazards when moving supplies.
- Stack bags and bundles in interlocking rows. This keeps them from slipping.
- Stack bagged material in stepped layers. Every ten layers, cross-key the bags. Remove bags from the top row first.
- Make sure there is an 18-inch clearance from walls, partitions, and sprinkler heads when storing baled paper and rags inside a building.



- Secure boxed materials with cross-ties, bands, or shrink plastic fiber.
- Stack drums, barrels, and kegs symmetrically.
- To keep drums, barrels, and kegs from rolling, block the bottom tier, if stored on their sides.
- Place planks between each tier to make a firm, flat, stacking surface when stacking drums, barrels, and kegs on end. Stack cylindrical materials, such as pipes and poles, to prevent spreading or tilting unless they are in racks.
- Indicate maximum stacking heights on walls and pillars with stripes of paint.
- Make sure height limitations are observed when stacking materials.
- Consider the frequency of use when stacking the material.
- Stack loose bricks no more than 7 feet in height. When these stacks reach a height of 4 feet, taper them back 2 inches for every foot of height above the 4-foot level
- When masonry blocks are stacked higher than 6 feet, taper the stacks back one-half block for each tier above the 6-foot level.

Fire Safety

Flammable and combustible materials must be stored according to their fire characteristics. Flammable liquids must be separated from other material by a fire wall. Combustibles must be stored in an area where smoking and using an open flame or a spark-producing device is prohibited. Dissimilar materials that are dangerous when they come into contact with each other must be stored apart.

Aisles and Passageways

Workers need to make sure to allow ample clearance when using machinery to handle materials in aisles and passageways.

Sufficient clearance provisions can prevent workers from being pinned between the fixtures and equipment in the workplace. Sufficient clearance also will prevent the load from hitting an obstacle causing it to fall on an employee.



Ensure that passageways remain clear and free of obstructions and tripping hazards. Do not store supplies in aisles or passageways, except for those supplies needed for immediate operations. Employers must mark permanent aisles and passageways appropriately.

For additional information regarding storing materials, please consult the following:

- OSHA Standard: 29 CFR 1926.250 - General Requirements for Storage
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Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
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(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees Not Present: _____

Suggestions/Recommendations to Improve Workplace Safety and Health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
