

Warehouse Handbook



Warehouse operations are by definition behind the scenes but the safety practices of all personnel must be at the forefront of all actions.

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Warehouse Operations

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Safety Rules

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INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy either enlist another helper or use a mechanical device.
 2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
 3. Keep aisles stairways and exits clear of boxes and other tripping hazards. Do not obstruct exits.
 4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
 5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. Employees should
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not fight fires that are beyond their fire training and limitations of the available fire fighting equipment. When in doubt, call professional help and evacuate to a safe area.

6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.
9. Smoking will not be allowed at any facility.
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a stepladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your Supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
17. Only qualified, designated employees should work on electrical wiring and equipment.
18. Horseplay or practical jokes will not be tolerated.
19. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
20. Report all accidents to your supervisor.
21. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
22. Observe all warning signs, safety bulletins and posters.
23. Do not do any job that appears unsafe; ask your supervisor for guidance.

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WAREHOUSE SAFETY RULES

The following are some important general warehouse personnel safety rules that each employee is required to follow:

1. Before loading and unloading a truck, set the brakes.
2. Do not move a truck before all persons are properly seated or protected from the hazards of a shifting load.
3. Do not misuse forklifts or pallet jacks.
4. High lift rider trucks must be provided with an overhead guard.
5. Know the location of eye wash stations when handling batteries to be charged.
6. "NO SMOKING" signs should be posted.
7. Lower forks to the ground when the truck is not in use or the operator is more than twenty five feet away.
8. Always travel with the load lowered.
9. Check the trucks daily or after each shift.
10. Travel backwards if the view to the front is obstructed by the load.
11. Do not overload lifts or hoists.
12. Do not allow anyone to stand or walk under a load.
13. Do not jump off docks, pickup trucks, or other elevated surfaces.
14. Keep aisles unobstructed.
15. Stow pallets flat.
16. Do not store highly combustible chemicals in a warehouse. These should be kept in a separate storage area.
17. Avoid stacking materials on the floor. Use shelves or pallets .
18. Forklift operators should be properly trained and qualified before using the vehicle.
19. Each forklift should have a horn and backup warning noise. The horn should be used at every intersection.
20. A seatbelt should be worn while operating a forklift.
21. When moving a load do not stop quickly; make turns slowly.
22. Never carry allow others to ride on any part of a forklift. Forklifts were made for one person.

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23. Never run over objects lying in the floor and try to avoid chuck holes. These hazards could easily topple the load.

FORKLIFT TRUCKS

1. Forklift trucks shall be examined before being used. Check the operator controls, brakes, fluid lines and levels, lights, filters, safety devices (horn, fire extinguisher, etc.), backup horns, and the movement of the fork.
2. Unless qualified, the operator should not attempt to make any repairs.
3. Portable and powered dockboards shall be strong enough to carry the load imposed on them.
4. Portable dockboards shall be secured in position, either by being anchored or equipped with devices which will prevent their slipping.
5. Handholds, or other effective means, shall be provided on portable dockboards to permit safe handling.
6. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
7. Only loads within the rated capacity of the forklift truck shall be handled.
8. A load engaging means (forks) shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
9. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
10. The operator shall:
 - a. Maintain a safe distance (recommended 3'-5') from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
 - b. Assure efficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
 - c. Observe all traffic safety rules, including authorized plant speed limits.
 - d. Maintain a safe distance, approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
 - e. Yield the right of way to pedestrians.
 - f. Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations.
 - g. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.

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- h. Look in the direction of, and keep a clear view of the path of travel.
 - i. Travel the load trailing if the load being carried obstructs forward view.
 - j. Cross railroad tracks diagonally whenever possible.
 - k. Operate at a speed, under all travel conditions, that will permit the forklift truck to be brought to a stop in a safe manner.
 - l. Slow down for wet and slippery floors.
 - m. Properly secure dockboard or bridgeplates before they are driven over. Dockboard or bridgeplates shall be driven over carefully and slowly and their rated capacity never exceeded.
 - n. Approach elevators slowly, and then enter squarely after the elevator car is properly leveled.
11. The operator shall not:
- a. Operate a forklift truck while using prescription or over the counter medications that may interfere with the safe operation of the forklift truck in any manner.
 - b. Drive forklift trucks up to anyone standing in front of a bench or other fixed object.
 - c. Run over loose objects on the roadway surface.
 - d. Allow persons to stand or pass under the elevated portion of any truck, whether loaded or empty.
 - e. Park closer than eight feet from the center of railroad tracks.
 - f. Allow any person to ride on forklift trucks except the operator, unless the forklift truck has provisions for passengers.
 - g. Place arms or legs between the uprights of the mast or outside the running lines of the truck.
 - h. Use forklift truck for opening or closing freight doors.
 - i. Block fire aisles, access to stairways, or fire equipment with the forklift truck or the load being handled.
 - j. Pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
 - k. Participate in stunt driving or horseplay.
 - l. Push or tow other forklift trucks.
12. An overhead guard shall be used as protection against falling objects.
13. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it falling rearward.
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14. Only approved industrial trucks shall be used in hazardous locations.
15. Lift truck operators should know the weight of the load prior to moving the load.
16. Standing on a truck or adding counterweights to compensate for an overload will not be permitted.
17. Operators should never attempt to operate a truck with an overload. Such a load is dangerous because it removes weight from the steering wheels, which affects the steering.
18. Extreme care must be taken when mast and load are raised high.
19. When lifting a load, always check for any overhead obstructions that might be damaged or cause the load to spill or topple the truck.
20. Always heed instructions about stacking height.
21. Never allow other workers to stand nearby when you stack materials.
22. Do not stack material in aisles or roadways.
23. Leave keys in forklift when parking for the day.
24. Leave forklift running when walking away from the truck.

LADDERS

1. Completely inspect all ladder hardware and fittings before each use.
 2. Inspect all ropes and cables and replace them if defective.
 3. Do not use defective ladders; report them immediately to your supervisor.
 4. Portable ladders are designed as one-man working ladders based on a 200 pound load. Do not load a ladder more than the rated limits.
 5. Do not use metal ladders while working near electrical wires or electrical equipment. Use a wood or fiberglass ladder.
 6. Be sure your shoes are free of any material which could cause you to slip while climbing.
 7. Set the ladder base firmly on the ground or floor. Ladders must not be placed on boxes, barrels, or other unstable bases.
 8. Do not climb a ladder if you are ill or afraid of heights.
 9. Do not paint wooden ladders; this hides possible cracks. Use linseed oil instead.
 10. Do not store wooden ladders where they will be exposed to the elements; store them where there is good ventilation.
 11. Do not use a ladder which has been tagged “Dangerous — Do Not Use.”
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12. Do not climb a ladder behind an unlocked door, doorway, or without someone standing guard.

The following rules apply to straight extension ladders.

13. Never stand above the top three rungs.
14. Secure the ladder to prevent it from slipping or falling by tying it off to a fixed object at the top at both rails or to a proper sized single support attachment. Choose a ladder equipped with non-slip safety feet. Since the ladder usually must be climbed to secure the top, someone should stand at the bottom and hold the ladder while this is being done. If the job is of short duration, it may not be feasible to tie the top. If this is the case, the ladder should be held by another person until the job is completed and the person is safely on the ground. Only when the top is secured should someone work from the ladder alone. When ladders with no safety feet are used on hard, slick surfaces, a foot ladder board or cleat should be used against the base.
15. Do not reach out from a ladder, even when it is being held. Move the ladder instead.
16. Keep your shoes and the ladder rungs free from grease, mud, ice, etc. Clean oily or greasy ladders with a safety solvent, or steam clean.
17. Do not use ladders or ladder sections upside down. Always use right side up. The extension ladder should always be erected so that the upper section is resting on the bottom section.
18. When working from a position on the ladder, always brace your knees against the side rails near the end of the ladder rungs to increase stability.
19. Do not climb ladders when wearing high heels, sandals, or thongs.
20. Position straight ladders so that the base of the ladder is 1/4 of the ladder length, or approximately 75°, with the horizontal.
21. Ladders must be 3½ feet taller than the building top.

The following safety rules pertain to stepladders.

22. Select a stepladder tall enough to reach the work. Never stand on the top two steps or on the bucket shelf.
23. Be sure the stepladder is fully spread and the spreaders are locked; be sure that the spreader is not bent or loose.
24. The bracing on the back legs of a stepladder is designed for stability and not for climbing.
25. Always have someone hold your stepladder if you are climbing higher than four feet.

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Acknowledgement of Safety Rules for Warehouse Operations

I have received the Safety Rules for Warehouse Operations and fully understand the rules. If in the future I have any questions regarding any of the Rules I will seek clarification from my Supervisor immediately.

Name: (printed)

Name: (Signature)

Date: _____

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New Employee Training

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INTRODUCTION/OVERVIEW

Employee training is probably your most valuable accident prevention tool in developing employee awareness of safety. Through training, your employees learn to recognize and eliminate hazards. Many accidents could be avoided if the employee was shown safe work practices and made aware of the hazards of the job. The following may be helpful:

THE SUPERVISOR

Your own supervisors are the key to any accident prevention program, and with your support and guidance they can have a direct impact on the reduction of workplace accidents.

THE NEW EMPLOYEE

Include safety in your discussion with any new employee during their orientation.

- Give the new employee a tour explaining the operation, the processes, and all equipment.
- Explain any hazards that could lead to injury, and the safety precautions to prevent injury.
- Discuss the district's safety policy and dedication to providing a safe and healthful work environment
- Provide the employee with a copy of safety rules and procedures and discuss any questions or particular items of interest with the employee (accident reporting, hazard reporting, etc.).
- Discuss your Accident Prevention Plan with the employee.
- Provide training on any specific hazard(s) of the employee's job.
- Include briefings, videos, discussions, informal talks, etc., on topics that affect their safety and health.
- Have employee sign training completion form to document that they have completed training and will go to their supervisor with any questions.

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NEW EMPLOYEE TRAINING

The efficiency of your district depends on how well your employees understand and carry out their jobs. Train them the right way by:

- Analyzing the task and its hazards.
- Putting the employee at ease.
- Showing the employee exactly what has to be done to perform efficiently and safely - explain each step.
- Watching the employee try out the task - explaining each step back to you.
- Following up - check the performance from time to time.

The few extra minutes taken at this time to make sure the employee understands the job will pay for itself later on.

Supervisors should review with each new employee equipment operation and maintenance manuals, product information, MSDS records, safety manuals, standards, and training instruction for specialized operations maintained at work locations for reference.

Supervisors should also review with each new employee the procedure for reporting injuries that occur while on duty and performing assignments as employees. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Division of Workers' Compensation offices.

NEW EMPLOYEE ORIENTATION

The following are some important safety rules and practices that each employee is required to follow, no matter what work assignment is being performed.

1. Do not run, watch your step, and try to maintain your balance.
2. Know your evacuation procedures and the location of fire extinguishers, fire alarms, or any other emergency equipment.
3. Immediately report hazardous conditions or substances, broken equipment, and defective tools to your supervisor, principal, or superintendent. They will take appropriate action to correct the problem.
4. Never overload electrical circuits.
5. Never plug appliances with heating elements into surge protectors.

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6. District property, including building and grounds, is no place for horseplay, fighting, teasing, and/or practical jokes.
7. Never use chairs, carts, tables, counters, boxes, or other substitutes for ladders or work platforms.
8. Obtain operating instructions for all equipment. Before attempting to operate any machinery with which you are not familiar, read the operating instructions carefully. After use, put all tools and/or equipment back in their proper place. Disconnect all electrical cords by grasping the plug and carefully disengaging; *never yank by the cord*.
9. Use handrails when using the stairways.
10. Sweep broken glass onto a dust pan. In instances where glass is shattered into particles to be picked up by hand, always use gloves or a wet paper towel; never use bare hands.
11. Wipe up all spills immediately, regardless of who caused the spill. . If you do not wish to wipe up the spill, or you have nothing with which to clean it, do not leave the area unguarded. Report the spill to the proper person immediately.
12. Store combustible, flammable, or hazardous material in approved cabinets or rooms only, and always use approved safety containers.
13. Material Safety Data Sheets (MSDS's) are available to any person who requests this information.
14. All ladders should be inspected and set up properly before using.
15. The use of alcoholic beverages, narcotic drugs, or their derivatives in the work place is grounds for immediate termination.
16. Use common sense at all times. If you are unsure about something, ask!
17. Take care when lifting. Lift properly and stay within your limitations.

PROCEDURES FOR REPORTING ON-THE-JOB INJURIES OF EMPLOYEES:

Employees of the district who are injured on duty and while performing assignments as employees, must report such accidents immediately to their supervisor. Failure to report an accident as soon as possible may cause a delay in the claim being processed by the district. It is the district's responsibility to report promptly all accidents which require medical treatment to the Texas Workers' Compensation Commission offices.

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Safety Inspections

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As a supervisor, you should always be on the lookout for hazardous conditions or practices in your workplace. One way to keep track of these factors is to make inspections. Informal safety inspections are a part of daily work activities and require that supervisors and their employees constantly be on the lookout for hazards on the job. Formal inspections should be more intentional and include a review of all aspects of the operations.

GOALS OF THE SAFETY INSPECTION

The basic purposes of safety inspections are to ensure compliance with standards and to serve as a tool to evaluate safety performance activities. Prompt correction of substandard or hazardous conditions detected in an inspection shows that the organization is seriously concerned with accident prevention. Also, if it is discovered that workers are not following safety procedures while performing their jobs, appropriate actions can be taken to educate or retrain employees in safety policies and guidelines.

FORMAL SAFETY INSPECTIONS

In addition to informal or continuous inspections, formal inspections should be made at least annually. These formal inspections are a vital part of a strong loss control program.

When conducting an inspection, it is important to categorize the different areas at each campus to perform a thorough site audit. Categories include, but are not limited to:

- Gymnasiums
- Maintenance areas
- Boiler rooms
- Cafeterias
- Industrial/Fine Arts shops
- Classrooms
- Storage areas
- Science storage areas
- Laboratories
- Offices

All noted unsafe conditions should be corrected immediately to prevent injury to staff and students or damage to property. Documentation of these inspections should be kept on file for at least three years. An informal inspection (not documented) should be conducted daily by supervisors and employees before each shift. Hazards that cannot be corrected immediately should be documented so that responsibility for corrective action can be assigned.

A sample *Employee Safety Observation, Safety Inspection Checklist* and an *Employee Request for Correction of Safety Hazard Form* are presented here as a guide to assist the district in formulating and carrying out a formal safety inspection procedure.

Discuss any substandard inspection results with your workers. Regularly reinforce, or retrain, your employees in safe work practices. Discuss with them the hazards they face with the materials or conditions in their work area. Encourage workers to notify you of any hazards they might discover by utilizing the *Employee Request for Correction of Safety Hazard Form*. It is up to you to set the standard for safety and motivate your workers to develop and maintain appropriate safety practices.

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EMPLOYEE REQUEST FOR CORRECTION OF SAFETY HAZARD

This form is to be completed when an employee has noted a hazardous situation. It is the responsibility of the site administrator, or supervisor, to ensure that follow-up and corrective measures are taken.

To: _____ (Site Administrator)

This is a request that the following safety hazard be investigated and/or corrected.

Dept. _____ Bldg. _____ Room _____

Location of hazard _____

Specific description of hazard _____

What measures were taken to temporarily control the hazard?

Signed: _____
Employee Date

Administrator Recommendation:

1. Corrective action will be taken by:

Name: _____ Due Date: _____

2. Referred to Maintenance for immediate action;

3. Other: _____

Signed: _____
Site Administrator Date

Date Hazard Corrected: _____

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EMPLOYEE SAFETY OBSERVATION

EMPLOYEE: _____ DATE: _____

WORK PRACTICE OBSERVED: _____

1. Unsafe or Awkward Positions

- | | |
|------------------------|------------------------------|
| _____overreaching | _____under overhead work |
| _____bending/stooping | _____overcrowding |
| _____lifting/back bent | _____near heat/cold extremes |
| _____obstructed sight | _____aisle obstructed |
| _____other | _____ |

2. Unsafe Work Procedures

- | | |
|---------------------------------------|----------------|
| _____improper tool/equipment | (specify)_____ |
| _____work exceeds capability | (specify)_____ |
| _____work endangers others | (specify)_____ |
| _____hazardous chemicals or materials | (specify)_____ |
| _____personal protection | (specify)_____ |

3. Other Concerns

Work Practices Remarks:

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SAFETY INSPECTION CHECKLIST

Location: _____ Date: _____

Inspector: _____

	Storage Areas	OK	Needs Improvement	Date Corrected/Initials
1	Are floors clean, dry and in good condition?			
2	Are aisles free of boxes or clutter?			
3	Are electrical panels accessible and properly labeled?			
4	Are doors and latches working properly?			
5	Are products or supplies properly stored? Light items on top, arranged to avoid tipping			
6	Is shelving in good condition?			
7	Are shelves adequate to bear weight of items stored?			
8	Are combustibles kept away from heat sources?			
9	Flammable liquids stored in an approved Flammable Liquids Storage Cabinet?			
10	Are outlets, switches and electrical components working properly?			
11	Are ladders in good condition and properly stored?			
12	Are chemicals properly labeled?			
13	Are Material Safety Data Sheets (MSDS) available for all chemicals?			
14	Is the first aid kit readily accessible and adequately stocked?			
15	Are all lights working properly?			
16				
17				

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	General Work Areas	OK	Needs Improvement	Date Corrected/Initials
1	Are floors in good condition?			
2	Are aisles free of clutter?			
3	Are doors and latches working properly?			
4	Are plugs on equipment in good condition with grounding wire intact?			
5	Are electrical cords in good condition, without nicks or bare wires?			
6	There are sufficient electrical outlets so cords for appliances do not cross traffic areas.			
7	Have portable fire extinguishers been inspected and serviced within past year?			
8	Is a first aid kit readily available and fully stocked?			
9	Emergency plan posted and emergency telephone numbers are checked regularly?			
10	Are outlets, switches and electrical components working properly?			
11	Is lighting adequate and lights working properly?			
12	Does a plastic shield or cover protect the fluorescent tubes in light fixtures?			
13	Are exit signs illuminated?			
14	Is access to breaker panels, fire extinguishers, and fire exits unobstructed?			
15				
16				
	Work Practices	OK	Needs Improvement	Date Corrected/Initials
1	Are forklifts inspected prior to use?			
2	Are forklifts are parked with the forks down, parking brake set and the key removed from the ignition?			

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3	No riders are allowed on fork trucks or other material handling equipment.			
4	No one is allowed to stand or walk under a load.			
5	Are forklift drivers observed wearing seatbelts?			
6	Refueling of equipment is not conducted indoors.			
7	Is gasoline stored in a approved safety can and properly labeled?			
8	Are employees using proper lifting techniques			
9	Are ladders inspected prior to use for condition?			
10	The proper height of ladder is used for task at hand?			
11	No jewelry worn that could get caught in machinery			
12	Is defective equipment tagged and removed from service?			
13	Is appropriate eye protection worn for the job at hand?			
14	Is appropriate hearing protection worn?			
15	Are tools inspected prior to use?			
16	Are defective tools marked and removed from work area?			
17				
18				
	General Worksite	OK	Needs Improvement	Date Corrected/Initials
1	Workers Compensation posters displayed			
2	Safety signs and warnings are posted			
3	“Caution – Wet Floor” signs available			
4	First Aid Kit readily available?			
5	Is fire extinguisher readily available?			
6				

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	Health and Safety Training	OK	Needs Improvement	Date Corrected/Initials
1	New employees receive orientation training			
2	Safety meetings are held regularly			
3	Employees know how to report hazards, and potential hazards?			
4	Employees know how to report an on the job accident.			
5	All employees receive training to include:			
	Work Area Hazards			
	Emergency Action Plan			
	Equipment Operations			
	Personal Protective Equipment			
	Hazard Communication			
	Lockout/Tagout			
6	Safety Rule acknowledgement on file for every employee			