



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.

Objects falling from above can pose a serious danger, and you are at increased risk when merchandise is stored above you.

- When working at a height, use signs and barricades to alert those on the ground level.
- When on the ground, pay attention to warning signs and do not stand under people or materials.
- Do not stand or walk under a, forklift or any kind of moving load.
- When working above, never set tools and materials on the edge of a fork lift, ladder or shelving. Unsecured items can easily fall.
- When working at a height, do not keep any objects in your pocket. They could slip out when you bend over and injure someone below.
- Use extreme caution and follow all safety precautions when operating powered industrial trucks. Never exceed the lifting capacity.

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 front of you

Be safe and healthy on the job with these helpful tips provided by **Marshall & Sterling, Inc.**

If you notice any storage that has been stacked improperly or looks like it is unstable, report it immediately to your supervisor.

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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.

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.
- 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.