# STORAGE RACKS SAFETY TIPS

## Be Prepared
- Inspect racking for bent or missing:
  - Columns
  - Beams
  - Bracing
  - Safety pins
  - Bolts
- Inspect vehicle:
  - Tires
  - Lights
  - Seat belt
  - Brakes
  - See company checklist
- Use appropriate personal protective equipment (PPE):
  - Gloves
  - Non-slip safety shoes
  - High visibility vest or shirt
- Do not use mobile devices while driving

## Work Safe
- Do not overload racks
- Obey posted speed limits
- Use vehicle and rack mirrors to increase visibility
- Report any minor impacts and damage to racks immediately
- Keep aisles clear
- Clean up any spills immediately
- Do not climb on racks
- Do not use ladders to access racks
- When lifting manually:
  - Lift with the leg muscles
  - Bend at the hips and keep the back straight (maintain natural curve in lower back)
  - Keep the load close to your body
  - Turn your feet and do not twist at the waist

## Finish Right
- Clean up any spills or condensation on floors to prevent a slip or trip
- Report any areas where lighting is inadequate
- Report damage to racking to your supervisor
- Clean and put away PPE

---

**Speak up!**
If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

WSPS.CA/SmallBusiness
HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

Date: ____________________________  Topic: __________________________________________________

Safety Check Session Leader: _________________________________________________________________

<table>
<thead>
<tr>
<th>Learner Name (Please print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Providing well-engineered racking systems with protectors and capacity labels
- Policies and procedures to promote regular inspections and maintenance
- Inspecting and repairing regularly
- Training staff on how to recognize, assess and control racking hazards
- Implementing and enforcing a PPE program
© 2017 Workplace Safety & Prevention Services (WSPS)

Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.

For more information contact Workplace Safety & Prevention Services
1 877 494 WSPS (9777)