

The purpose of this procedure is to provide guidelines for the installation of Storage Shelving.

- **Health and Safety Hazards**

- Physical Hazards – Lighting
- Ergonomic Hazards – Force (lifting and pushing/pulling) and posture (bending, reaching and twisting)
- Energy Hazards – Gravity (falling objects)
- Material Handling Hazards – lifting, pushing/pulling and hazardous substances
- Work Procedure Hazards – following established safe work practices and procedures and general housekeeping practices

- **Safe Work Practices**

- Wear appropriate PPE such as work gloves and safety footwear
- Store materials in dry locations
- Follow manufacturer's installation procedure
- Ensure shelving materials are in good condition before installation
- Ensure shelving components have no sharp edges or exposed fasteners
- Ensure installation areas are tidy, organize and free of clutter
- Ensure there is adequate clearance for safe lighting/material handling
- Ensure carts and step stools are in good working condition
- Use a hand truck or cart to move heavy or bulky objects
- Use a step ladder or step stool to reach high places
- Ensure shelving units are strong enough to support the weight of the planned loads
- Ensure shelving units are stable and secure

- Do not lift or carry items by the packing straps or cords
- Do not store cardboard cartons in damp areas
- Do not store materials that will block walkways or exits
- Do not store any objects within 18 inches of a sprinkler head
- Do not store any object on top of the shelving units
- Do not use a box, desk or chair to reach in high places