



Material Handling and Storage

Administrative Safety & Health Manual

Policy Purpose: Provide GTC associates with guidelines for safe material handling and storage. Refer to the [Material Handling and Storage Policy](#) in the ASH Manual to learn more.

Housekeeping

Material handling and storage areas should be kept free from accumulation of materials that constitute hazards from tripping, slipping, fire, explosions or pest harborage by insects or rodents. Vegetation control must be utilized when necessary.

Secure Storage

Storage of material should not create a hazard. Bags, containers, bundles, etc., stored in tiers should be stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding, falling or collapsing. Heavier loads should be stored on lower shelves.

Use of Mechanical Equipment

- Safe clearances must be allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made.
- Aisles and passageways should be kept clear and in good repair with no obstruction across or in aisles that could create a hazard.
- Permanent aisles and passageways must be appropriately marked.

Lifting Over 70 lbs

Additional tools and equipment are **required** when lifting or handling material weighing **over 70 pounds**. Manual material handling equipment should be used only for its designed task and must be maintained in good condition.



Two-Wheel Trucks

Load a **maximum of 200 pounds**. Do not overload these trucks. Make sure hand trucks are stored in a vertical position when not in use.



Four-Wheel Carts

Load material evenly on carts to prevent tipping and view obstruction. Unless they are specially designed to be pulled, push carts to transport materials.



Pallet Jacks

Use a jack properly rated for the load. Place the jack on a level, stable, and clean surface. Avoid metal-to-metal contact by using wooden shims.

Lifting under 70 lbs

When you are lifting manually, you should:

- Test the load to estimate its weight, size, and bulk before you lift it;
- Use your legs and keep your back in a natural position while lifting;
- Shift your feet and take small steps in the direction you want to turn, rather than twisting while carrying a load;
- Take periodic rest breaks if you must do repetitive lifting; and
- Keep floors clean and free of slip and trip hazards.

Tips to Avoid Potential Safety Hazards

You have to be aware of hazards when working in potentially dangerous environments. Here are some basic tips for staying safe when handling material.

- ✓ Wear gloves, eye protection, foot protection, and head protection.
- ✓ Only operate mechanical equipment if you've been trained and are authorized to use it.
- ✓ Drive slowly in congested areas, and make sure you have plenty of room to maneuver the equipment.
- ✓ Never stand under a load raised by hoist, crane, or forklift.
- ✓ Know how to report emergencies, recognize alarms, and evacuate the area.
- ✓ Never block access to fire extinguishers, pull alarms, exits, eyewash or shower stations.
- ✓ Respect warning signs and markings, and pay attention to your surroundings.
- ✓ Make sure all containers of hazardous materials or chemicals are properly labeled.