

Midland Engineering Co., Inc.

MATERIAL STORAGE & HANDLING

PURPOSE

The purpose of this procedure is to provide guidelines enabling individual supervisory personnel to develop and implement procedures for the safe handling and storage of materials.

SCOPE

This procedure applies to all material storage and handling activities by Midland Engineering Co., Inc.

RESPONSIBILITY

Midland Engineering Co., Inc. personnel will initiate a material-handling plan prior to work activity.

SAFE WORK PRACTICE

Recognizing that proper storage and material handling procedures and methods will provide for conservation of materials and equipment, increase productivity by providing a smooth flow of materials as needed, and reduce the number of accidents and injuries usually associated with this function, the following practices must be followed:

- Both temporary and permanent storage should be neat and orderly. When planning material storage, a minimum of 24 inches of clearance must be allowed under sprinkler heads. Automatic sprinkler controls and electrical panel boxes must be kept free and unobstructed.
- There must be unobstructed access to fire hoses and extinguishers, and access to emergency exits and aisles shall always be maintained. Areas immediately outside of emergency exits shall also be left clear for egress.
- Materials shall be segregated as to kind, size, and length, and placed in neat, orderly piles that are safe from failing. If the piles are high, they shall be stepped back as the height increases, and shall be secured by cross piling or cross tying. Piles of materials shall be arranged so as to allow for passageways.
- Storage of materials will be facilitated and hazards reduced, with the use of storage bins and racks that are in good condition. Storage racks shall be secured to the wall and/or floor as well as to each other. Damaged racks shall not be used for storage and employees shall not be allowed to climb racks.

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- Depending on the value of the materials in storage, it may be advisable to provide some type of security to enable the preservation of the materials.
- Supervisors must give advance consideration to the size, shape and weight of materials to be handled and plan the most efficient and safest method to accomplish the task. Proper tools shall be provided for the job and alternate methods should be considered.
- Employee selection should be considered so that work assignments will match the employee to the job in terms of knowledge and physical abilities. Whenever unusual or hazardous operations are to be performed, prior to commencing the work, employees shall be warned about all possible hazards and given specific safety instructions by their immediate supervisor.
- Special precautions shall be taken to prevent hernias and back injuries. Employees naturally tend to bend at the waist and attempt to lift loads with their hands and arms. This is improper and causes injuries, Instead, employees should be cautioned to bend the knees and lift with their legs. Avoidance of these injuries begin with instructing the employee in the correct way to do the work and changing any bad lifting habits. Employee's first efforts following safety instruction should be closely monitored to ensure that proper lifting methods are used.
- Maintain proper storage methods and designated areas for flammable and combustible liquids and posting of warning signs, tags, or bulletins as may be required.
- Maintain proper stacking of materials as regard to size, type, and length in piles, shelves, racks, or bins as necessary.
- Maintain good housekeeping procedures throughout job site at all times and proper disposal of scrap and waste materials.
- Provide the necessary grounding and bonding required for specific materials.
- Maintain proper receiving and dispensing of incoming and outgoing materials that will include chocking and blocking of trucks during loading and unloading operations.
- Provide proper personal protective equipment that may be necessary for certain products.

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- Ensure that only properly trained personnel are used in the handling of hazardous materials and to assure that proper material handling methods are used.
- Provides prompt reporting of any unsafe conditions or practices that cannot be corrected.