

Standard Operating Procedure

Title: Safety Procedure for Warehouse Racking

1. New Employees

All new personnel employed to work in the Receiving Warehouse are to be appropriately trained in order to understand the importance of storage racking safety and follow the procedure when working within any pallet racking system.

2. Reporting Damage

Any time you accidentally run into any part of the pallet racking there is to be an EHS Deviation Report raised and an investigation into the damage carried out, and any damage is to be reported on Form-110.

2.1. Major Impact into the Racking:

If extensive damage occurs during normal duties, personnel are not to step out of the forklift to assess the damage. Personnel are to:

- 2.1.1. Stay within the forklift, drive away and notify all Warehouse personnel and the Area Manager immediately.
- 2.1.2. The Warehouse person who made the impact, with another staff member, will investigate the area immediately after the impact.
- 2.1.3. Secure the area by sectioning off and removing stock that is damaged from the racking. Be sure to empty the whole bay. (Do Bulk-to-Bulk transfers). If a support beam is damaged both bays either side of the damaged upright are to be emptied.
- 2.1.4. A EHS DR is to be raised see SOP QMS-035
- 2.1.5. The racking supplier is to be notified of the pending repair.
- 2.1.6. Fill in Form-110.

2.2. Minor Impact into the Racking:

If minor damage occurs during normal duties:

- 2.2.1. The Racking does not need to be emptied.
- 2.2.2. A DR is to be raised.
- 2.2.3. The Area Manager is to be notified in order to arrange a repair.
- 2.2.4. If it is a cross beam which has being damaged, the Storeperson can empty that bay and replace with spare racking the warehouse have available as long as it is placed in the same area.
- 2.2.5. Fill in [Form-110](#).

2.3. If safety clip is dislodged or broken during normal duties:

- 2.3.1. Goods must not be placed on that rack until the safety clip is replaced. This should be completed immediately. It is the responsibility of the warehouse staff to inform and replace the safety clip straight away.
- 2.3.2. If no safety clips are on site, the area must be sectioned off and not used until more clips are supplied..

All Warehouse staff must be notified not to use the area until further notice.

- 2.3.3. If there are no safety clips on site, fill in Form-110.