



FS/HAAF GARRISON SAFETY OFFICE

Outsmart the Darkness: Your Weekly Safety Spotlight™



Warehousing

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Proper Lifting Techniques

Lifting Technique

- **Plan & Position:** Before you lift, assess the weight and where you're going. Position your feet shoulder-width apart, close to the object, with a firm stance. Get a good grip!
- **Lift with Your Legs, Keep it Close:** Bend at your knees and hips – not your back – keeping your back straight. Hold the object close to your body throughout the lift. Lift smoothly using your leg muscles and avoid twisting.

Stacking Boxes

- **Stable Base & Weight Distribution:** Always start with the heaviest boxes on the bottom layer. Ensure the base layer is evenly stacked and covers the full area to provide a stable foundation.
- **Interlock & Maximum Height:** Stack boxes in interlocking layers (like bricks) to distribute weight and prevent shifting. Avoid stacking too high – generally, no more than 6-7 boxes high, and be mindful of box weight limits and overhead clearance!

Moving Boxes Around

- **Clear the Path & Communicate:** Before moving any boxes, ensure your path is clear of obstacles (people, equipment, debris). Communicate clearly – say "Box moving!" or use a horn/signal – to alert others to your movement.
- **Use Equipment or Proper Technique:** For heavier boxes, always use appropriate equipment like hand trucks, pallet jacks, or forklifts (and be properly trained!). For lighter boxes, maintain a good posture, keep the

Precautions, Hazard Abatement, Etc.

- **Regular Inspections & Maintenance:** Conduct frequent inspections of the warehouse – floors, racking, equipment, lighting – and promptly address any identified issues like damage, spills, or malfunctioning equipment. Preventative maintenance is key!
- **Clear Aisles & Designated Walkways:** Maintain clear and well-marked aisles and walkways free from obstructions. This reduces trip hazards and ensures safe passage for personnel and equipment.
- **Proper Storage & Stacking Procedures:** Enforce proper stacking techniques (as discussed previously!) and ensure loads are stable and within weight limits. Secure items to prevent falling objects.
- **Effective Signage & Warnings:** Utilize clear and visible signage to identify potential hazards – wet floors, forklift traffic, restricted areas – and provide necessary warnings.
- **Employee Training & Reporting:** Provide comprehensive safety training to all employees covering hazard identification, safe work practices, and emergency procedures. Encourage employees to report any hazards they observe without fear of reprisal.