**Best Practices**

• Examine the warehouse on each working shift. Repair or correct any unsafe equipment or conditions.

• Establish safe procedures to accomplish warehouse tasks before beginning work.

• Identify and eliminate or control all hazards associated with the work to be performed.

• Employees must be trained on the task to be performed.

• Delivery workers must receive site-specific training.

• Do not assign a person to work alone in areas where hazardous conditions could endanger employee safety, and account for everyone at the end of the shift.

• Wear appropriate personal protective equipment, such as a hard hat, safety shoes, gloves and glasses.

 • Provide and maintain clean, clear access to warehouses, storage areas and stored materials.

• Keep aisles, and exits clear and free of slip, trip and strike-against hazards.

• Store flammable, combustible and hazardous materials in a way that minimizes the dangers.

• Organize and label storage areas so parts and materials can be quickly located without searching.

• Store materials and supplies in an organized manner to ensure easy access for retrieval and transportation.

• Place heavier loads on lower or middle shelves.

• Store long, tall or top-heavy items on their side or secure them to prevent tip over.

• Place ladders on stable, level surfaces, and use stair platforms to access materials in higher locations.

• Lift materials properly. Bend your knees, keep your back straight, hold the load close to your body, maintain a clear vision path and turn your feet and whole body together (never twist at your waist).

• To the extent feasible, lift and handle loads in the body’s “power zone”: between knees and shoulders.

• Use powered equipment such as a forklift or hydraulic fork jack instead of manually lifting heavy materials