

GRAVITY

SECTION 4

CHAPTER 16

USING STORING RACKS AND PALLETS

Purpose

This chapter describes the safety regulations governing the use of storing racks and pallets.

Scope

The regulations in this chapter apply to all company yards/facilities.

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Loading Pallets

Purpose Pallets are used to move loads on a forklift. This document outlines the safety guidelines for:

- wearing personal protective equipment
- loading pallets
- using other equipment

Required personal protective equipment While loading or handling pallets, wear:

- steel-toed boots
- hard hats
- gloves

Loading pallets When loading pallets:

- do:
 - center the load on the pallet
 - keep a low center of gravity
 - store the heaviest material on the bottom of the pallet
 - distribute the weight across the pallet
 - secure any loose material
 - use proper lifting technique
- do **not**:
 - overload the pallet
 - allow the load to hang over the edge of the pallet
 - stack materials more than 3 feet high

Secure the load as soon as possible after loading the pallet.

Storing Loaded Pallets

- Purpose** This document outlines the safety regulations for storing loaded pallets, including the procedures for:
- storing loaded pallets
 - using racks
 - banding

Storing loaded pallets

Store loaded pallets in low traffic areas against the wall.

Do not:

- block isles or emergency routes
- store pallets near electric wires or flammable liquids
- store pallets against the building
- stack pallets too high

Exception: Store frequently used items or equipment in areas where they can be readily accessed. **IF** these items are stored in high traffic areas,

THEN:

- arrange the loads so that the items are accessible from both sides
 - use yellow tape to mark the drop zones around the loads
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Using racks

Store loaded pallets on steel racks until the items on them are used or shipped to another location.

Before storing loaded pallets on racks:

- inspect the rack to make sure it is in good condition
- secure the locking tabs on all racks
- mark the drop zones around the racks
- shrink-wrap or band loads on pallets which will be stored on the top rack

When storing loaded pallets on racks:

- do:
 - keep a low center of gravity
 - store the heaviest material on the bottom rack
 - distribute the weight across the rack
 - use proper lifting technique
- do **not**:
 - overload the rack
 - jolt the racks above or below the one you are using

To avoid toppling loads and/or breaking the pallet, watch for snags while moving the pallets.

Safety precautions for banding operations

Use banding to secure heavy loads stored on the top racks.

To avoid cuts and eye injuries caused by:

- the cut band
- the cutting shears
- the edge of the band,

operators must wear:

- gloves
- eye protection
- steel-toed boots

Always double band in the direction of the runners.

Handling Empty Pallets

Purpose When handling empty pallets, company employees will take precautions to prevent fires and common injuries such as splinters. This document summarizes the safety regulations for:

- ensuring personal safety
- inspecting pallets
- storing empty pallets

Ensuring personal safety While handling or stacking empty pallets, use proper lifting technique and wear:

- gloves
- steel-toed shoes
- hard hats

Never climb on stacked pallets.

Inspecting pallets Visually inspect pallets before storing them.

IF:

- the center runner of the pallet is missing
- either of the outside runners on the pallet is broken
- the pallet has broken or missing flats **OR**
- the pallet has protruding nails,

THEN throw the pallet away or return it to the freight hauler for disposal.

Storing empty pallets Store empty pallets outside in stacks that are no more than 8 pallets high.

Do **not** store pallets:

- in aisles or emergency routes
- in high traffic areas
- against the building
- near electric wires
- near sources of ignition, including:
 - flammable liquids, gas, and/or diesel
 - solvents
 - spray cans
 - class A combustibles
 - spark-producing equipment