

SAFETY, HEALTH AND ENVIRONMENT

Department:

ALL CAMPUSES : Howard College

: Edgewood

: Nelson R. Mandela School of Medicine

: Durban Westville

: Pietermaritzburg

Standard (STD)

Subject: SECTION 1.00 – PREMISES AND HOUSEKEEPING

ELEMENT : 1.22 - GOOD STACKING AND STORAGE PRACTICES

Protocol No	Author	Version No	Date Adopted	Replaces
122/2009	M. Govender/J Frohlich	005	16/09/2011	004/04/2009

Standard applies to: GOOD STACKING AND STORAGE PRACTICES

Stacked material will be bonded on a stable and level footing capable of carrying the mass of the stack. Adequate clearance will be provided between the sides and tops of the stack and service equipment such as overhead electric wiring and lighting.

Circular items will be adequately chocked with wedges and not with odd bits of material. The erecting and breaking down of stacks will be supervised.

1.22.1 ASSIGNMENT OF RESPONSIBLE PEOPLE :

- A competent and experience person will be assigned for safe stacking per area.

1.22.2 STACKING NEAT, STABLE AND CONTROLLED :

- Stacks will be correctly erected (3 x shortest base measurement).
- Shelving will be constructed to ensure it is robust enough to carry the weight being stored on them.
- Stacks will be bonded to prevent tumbling.
- Stacks to be erected in authorised areas only.
- All stacks will be stable and hazardous stacks will be broken down.
- The erection and breaking down of stacks will be done under supervision.

<p>1.22.3 STORAGE : CUPBOARDS, SHELVES, OPEN SURFACES NEAT + TIDY:</p> <ul style="list-style-type: none"> ● All cupboards, shelves and racks will be kept neat and tidy. ● Articles placed in such places will be placed in such a way that they do not cause a hazard. ● All articles placed at an elevated position will be stable. 	
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DELEGATION OF RESPONSIBILITY: All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing, as well as specific persons in specific areas. Stockage and storage will be [inspected](#).

Approved by (Position)	Date approved	Signature

Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

Staff Member Full name & surname	Designation	Date	Signature