##### General Materials Handling Safety

General material storage safety:

* Make sure that all materials stored in tiers are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
* Post conspicuously the maximum safe load limits of floors within buildings and structures, in pounds per square foot, in all storage areas, except for floor or slab on grade. Do not exceed the maximum safe loads.
* Keep aisles and passageways clear to provide for the free and safe movement of material handling equipment or employees. Keep these areas in good repair.
* Do not store materials on scaffolds or runways in excess of supplies needed for immediate operations.
* Use ramps, blocking, or grading when a difference in road or working levels exists to ensure the safe movement of vehicles between the two levels.
* Do not place materials stored inside buildings under construction within 6 feet of any hoistway or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.

1. Anchor and brace temporary floors used in steel erection, concrete forms, and shoring and other “in-process equipment” that are to be left overnight or for longer periods of time to prevent their displacement in any direction. While in “interim storage,” this equipment is subject to the provisions in WAC 296-155-325(2)(i) (see previous bullet point: Do not place materials stored inside buildings under construction within 6 feet of any hoistway or inside floor openings, or within 10 feet of an exterior wall which does not extend above the top of the material stored.)

* When working on stored materials in silos, hoppers, tanks, and similar storage areas, use personal fall arrest equipment meeting the requirements of Chapter 296-155 Part C-1.
* Segregate non-compatible materials in storage.
* Stack bagged materials by stepping back the layers and cross-keying the bags at least every ten bags high.
  1. Carefully handle cement and lime delivered in paper bags to prevent the bags from bursting.
  2. Do not pile cement and lime bags more than ten bags high except when stored in bins or enclosures built for the purpose of storage.
  3. When bags are removed from the pile, keep the length of the pile at an even height and maintain the necessary step backs every five bags.
  4. When handling cement and lime bags, wear eye protection preventing any contact with the substance (such as goggles or other sealed eye protection) and wear long sleeve shirts with close fitting collar and cuffs.
  5. Do not wear clothing that has become hard and stiff with cement.
  6. Make sure to report any susceptibility of skin to cement and lime burns.
  7. Make sure that a hand cream or Vaseline and eyewash is provided and kept ready for use to prevent burns.
  8. Store lime in a dry place to prevent a premature slacking action that may cause fire.
* Do not stack bricks more than 7 feet high. When a loose brick stack reaches a height of 4 feet, taper it back 2 inches for every foot of height above the 4-foot level.

1. Never stack bricks, for storage purposes, on scaffolds or runways.
2. Always stack blocks; do not throw in a loose pile.

* When stacking masonry blocks higher than 6 feet, taper back the stack one-half block per tier above the 6-foot level.

1. When stacking inside a building, distribute the piles to prevent overloading the floor.
2. Do not drop or throw blocks from an elevation or deliver blocks through chutes.

* Do not stack lumber more than 20 feet high; if handling lumber manually, do not stack more than 16 feet high.

1. Remove all nails from used lumber before stacking.
2. Stack lumber on level and solidly supported sills, and such that the stack is stable and self-supporting.
3. Stack stored lumber on timber sills to keep it off the ground. Sills must be placed level on solid supports.
4. Place cross strips in the stacks when they are stacked more than 4 feet high.

* If not racked, stack and block structural steel, poles, pipe, bar stock, and other cylindrical materials as to prevent spreading or tilting.

1. Wear heavy gloves when handling reinforcing steel.
2. When bending reinforcing steel on the job, use a strong bench set up on even dry ground or a floor to work on.
3. Carefully pile structural steel to prevent danger of members rolling off or the pile toppling over.
4. Keep structural steel in low piles, giving consideration to the sequence of use of its members.
5. Stack corrugated and flat iron in flat piles, with the piles not more than 4 feet high; place spacing strips between each bundle.

* Frequently inspect stock piles of sand, gravel, and crushed stone to prevent their becoming unsafe by continued adding to or withdrawing from the stock.
  1. Do not remove frozen material in a manner that would produce an overhang.

General Rigging Equipment Safety:

* Inspect rigging equipment for material handling prior to use on each shift and as necessary during its use to ensure that it is safe. Remove defective rigging equipment from service.
* Never load rigging equipment in excess of its recommended safe working load.
* Remove rigging equipment when not in use from the immediate work area so as not to present a hazard to employees.
* Mark special rigging accessories (i.e., spreader bars, grabs, hooks, clamps, etc.) or other lifting accessories with the rated capacity. Proof test all components to 125% of the rated load prior to the first use. Maintain permanent records on the job site for all special rigging accessories.

Disposal of waste materials:

* Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, use an enclosed chute of wood or equivalent material.
* When debris is dropped without the use of chutes, make sure that the area onto which the material is dropped is completely enclosed with barricades at least 42 inches high and 20 feet back from the projected edge of the opening above. Post at each level warning signs of the hazard of falling materials. Do not remove debris in this lower area until debris handling ceases above.
* Remove all scrap lumber, waste material, and rubbish from the immediate work area as the work progresses.
* Make sure to comply with local fire regulations if disposing of waste material or debris by burning.
* Keep all solvent waste, oily rags, and flammable liquids in fire-resistant covered containers until removed from the work site.

Forklift safety

Click on the link below to access basic forklift training. Employees must be trained on specific equipment that they will be operating in addition to this basic information.

[**http://www.lni.wa.gov/Safety/TrainTools/Online/Courses/default.asp#f**](http://www.lni.wa.gov/Safety/TrainTools/Online/Courses/default.asp#f)

***(Customize by adding any additional rules your company may have and deleting any that do not apply.)***