



# SafetyDocs

*by SafetyCulture*



## Transport and Warehousing OHS Management System ISO 45001:2018

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### 5.3.8 Pallet Racking and Shelving

#### POLICY

{company\_name} is committed to providing a work environment when working with pallet racks and shelving. This will be achieved by implementing clear processes relating to the installation, use, and repair of pallet racks and shelving that includes:

- Correct racking and shelving design and layout for the purpose.
- Working load limits understood and managed by workers.
- Correct packing and storage methods employed.
- Maintenance and damage/fault reporting.
- Training workers in safe work practices when working with pallet racking and shelving.

All racking equipment and shelving will only be used and operated safely for workers and others.

#### RACKING DESIGN AND LAYOUT

- Racking/shelving will be suitable for the size, shape and weight of the items being stored. (e.g., as per *AS4084: 2012 Steel storage racking*).
- All racking/shelving will be laid out to be compatible with the load shifting equipment/vehicles, e.g., forklifts and trucks used in the workplace. I.e., with consideration of existing traffic management plans, aisle widths, turning circles of the load shifting equipment and pedestrian access.
- The layout will consider worker access points, emergency access and egress, lighting and work activities and must not be changed without approval from *(Insert responsible person)*.
- All racking/shelving will be set up and maintained according to manufacturers' instructions.
- Install the supplier's operating instruction sign where supplied.

#### SINGLE BAY RACKING

Rear protection will be fitted to prevent loads falling from the back of single bay racking in the following circumstances:

- Where pedestrians can access the rear of the racking.
- Where single rows have been installed.

#### WORKING LOAD LIMITS

The following load limits will not be exceeded:

- Maximum unit load rating.
- The total rated capacity for each bay.
- All racking/shelving installations must be signed/labelled with working load limits as per *AS 4084—2012 Steel storage racking*.

#### PALLET RACKING SIGNAGE/LABELLING

All pallet racking installations will have a permanent, corrosion-resistant plaque at least 125 mm long and 250 mm high, with maximum load action figures written in a large font (at least 25 mm high). These plaques are in one or more conspicuous locations and be securely fixed to the racking structure at 2 m above the floor level. The plaque must contain:

- a. Working unit load limit.
- b. Total working unit load limit for each pallet beam level.
- c. Total working unit load limit for each bay.

- d. Racking designer's name.
- e. Manufacturer's name, supplier's name and trademark, and the installation date.
- f. maximum distance from base plate level to the first beam level, and the maximum distance between first and second beam levels.

## MODIFICATIONS

- Modifications to existing pallet racking and shelving will only be made by a competent person.
- Any modifications to any racking/shelving must be approved by the manufacturer, supplier, or a qualified engineer.
- Modifications must consider the effect on load limits.
- Operating procedures, signs and drawings must be updated to include details of any modification.
- Replacement of any components only undertaken using original equipment manufacturer components unless an engineering report is obtained to confirm new components is compatible.

## MOBILE PLANT COLLISION

- Mobile plant, vehicles and pedestrian traffic will be managed to prevent collision with shelves and racking.
- Where practicable, bottom portions of frames exposed to possible collisions by forklifts or other moving equipment will be fitted with upright protectors and end-of-rack protectors.

## REPORTING DAMAGE

- All damage and faults must be reported to *(insert responsible person)* and the *Hazard Report Form* completed.
- All accidental strikes by load equipment or vehicles against racking/shelving must be reported, and an investigation into the cause, and damage, carried out. *Incident/Investigation Report Form*.
- All damage will be identified and made visible – e.g., coloured stick-on tags used to show the location and level of damage.
- All damaged racking/shelving will be repaired by an authorised repairer before being returned to service.

## MAJOR IMPACT ON THE RACKING/SHELVING

If extensive damage or hard contact occurs, the operator must not step out of the forklift/vehicle to assess the damage. Operator must:

1. Stay seated within the forklift/vehicle.
2. Drive to a safe location away from the racking/shelving and any adjacent racking/shelving.
3. Notify all warehouse personnel with warnings to avoid the area until assessed and cleared to re-enter.
4. Notify *(insert responsible person)* immediately.
5. The operator, with another suitably competent person, will investigate the area immediately after the impact to assess the damage and submit an incident report.
6. Secure the area by sectioning off and removing items from the damaged racking/shelving. If safe to do so.
7. All warehouse personnel must be notified not to use the area until further notice.

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SAMPLE