



Stores Staff Safe Working Practices

To comply with existing legislation, codes of practice and your employer's requirements on health and safety at work the following instructions should be strictly observed:-

1. All reasonable precautions should be taken in carrying out your work to safeguard the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
2. Do not interfere with or misuse anything provided in the interest of health, safety or welfare.
3. Take care to see that the public are not exposed to any hazards from work processes.
4. Keep floors, passageways and working areas clean and free from obstructions. Ensure that materials are stacked neatly in a safe manner. Remove oil, grease and other slip hazards from floors as soon as possible.
5. Report hazards or obstacles likely to cause accidents as soon as noticed and avoid, or fence off until repair is completed.
6. When stacking materials ensure that the stacks are stable, secure and not too high. Be particularly careful when stacking pipes to prevent rolling.
7. Do not interfere with or alter the guardrails and toe boards provided on high level staging where the working platform is 6ft. 6ins. or over. Always use the safe access provided.
8. Use steps or ladders to reach materials that are stored overhead. Do not improvise.
9. Use the lighting provided whenever circumstances require it.
10. Prohibit smoking or the use of naked light.
11. Don't lift loads that are too bulky or too heavy. Always get assistance.
12. Do not obstruct fire exits or access to fire fighting equipment. Do not prop open fire exits, do not lock them during working hours. Do not remove fire extinguishers from their assigned locations except during tests or when required for use in emergency. Inform your immediate supervisor when an extinguisher is used or damaged. Make sure you know how to operate the extinguishers in an emergency.

13. When issuing petrol in containers, ensure that the containers are of metal construction with a screw top. They must not have a capacity in excess of 2 gallons. The containers must be painted red and have the word 'Petrol' in white paint – clearly marked on them.
14. When issuing petrol or supervising deliveries make sure that you comply fully with the standard conditions laid down by the Licensing Authority (Devon Fire and Rescue Service).
15. When handling goods with sharp edges always wear protective gloves.
16. Ensure that all gas cylinders are stored upright in a ventilated area away from direct sunlight and secured if possible. Empty cylinders must be kept separate from full ones and marked 'EMPTY' (See LPG).
17. Do not use or handle asbestos without seeking safety advice from your immediate supervisor. Do not leave clothing where asbestos dust can settle on it.
18. Be particularly careful when handling chemicals and mark containers clearly showing contents. If in a confined place ensure that the area is well ventilated.
19. Keep all bulk stocks of petroleum based products, e.g. thinners, in petrol/oil store, away from main store.
20. Fork lift trucks, mechanical stackers and handling equipment should only be used by persons who have been trained and authorised to use this type of plant (see Fork Lift Trucks).
21. Don't lift weights that are obviously beyond your capabilities and always lift by bending your legs and not your back. Use trucks wherever possible.
22. Refuse to off-load exceptionally heavy articles without proper lifting equipment, if it is obvious such unloading would be an unsafe practice.
23. When supplied with the appropriate protective clothing and safety equipment ensure that you and the employees under your control wear and use it when conditions require it.
24. If an accident occurs, ensure that an Accident Form is completed and details entered on the Accident Form as soon as possible.
25. It is good practice to maintain strict control and accurate records of goods received, goods distributed and remaining stocks. Ensure the necessary stock control and safe working processes are always adhered to.