

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Pallet Racking and Shelving Issue #: 1 Revision #: 0
Record Policy

Reviewed by: Jason Haywood Approved by: Jason Haywood
Managing Director Managing Director

Pallet Racking and Shelving Policy

Purpose:

The purpose of this policy is to define the safe work processes when working with Pallet Racks and Shelving and applies to all workers, including contractors of Convoy Transport Pty Ltd who may be exposed to risk interactions with Pallet Racking and Shelving on site.

Policy:

Convoy Transport Pty Ltd is committed to providing a work environment for its workers, clients and visitors that is safe and without risks to health and safety 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 in a manner safe for workers and others.



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Pallet Racking and Shelving Procedures

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 **the Operations Manager/Managing Director**
- All racking/shelving will be set up and maintained according to manufacturers' instructions;
- Install 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 must never be exceeded:

- Maximum unit load rating;
- 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 must 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 be located 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 will only be undertaken using original equipment manufacturer components, unless, an engineering report is obtained to confirm new components are compatible with components being repaired.

Mobile Plant collision

- Mobile Plant, vehicles and pedestrian traffic will be managed to prevent collision with shelves and racking (*See Traffic Management Plan section 4.5.16*);
- 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 **The Operations Manager/Managing Director** 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 Report Form, Investigation Checklist and Action 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 into the Racking/Shelving:

If extensive damage or hard contact occurs, the operator must not to 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 **Operations Manager/Managing Director** 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 articles 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.

Minor Impact into the Racking/Shelving:

1. The Operations Manager/Managing Director will be notified immediately to arrange immediate repair;
2. If available spares e.g. cross beams etc, are available a nominated, competent person may affect the repair after first removing articles from the damaged racking/shelving. If safe to do so and the design is not modified (*see modification section above*);
3. Goods must not be placed on that rack/shelf until the damaged item is replaced or the structure is deemed safe;
4. All warehouse personnel must be notified to not use the area until further notice.

Inspections:

Racking will be inspected regularly to confirm its integrity and check for damage. Inspections will check the following using the *Racking and Shelving checklist*.

- Beams – check for overloading, damage and missing parts;
- Signage and Label – in place and legible;
- Uprights and Footplates – Undamaged and good condition, vertical;
- Braces – Undamaged and good condition;
- Floor fixings – Installed and secure.

Training:

Information and training will be provided to all personnel who work with Racking/Shelving.

Training must include:

- Working load limits;
- Use of load shifting plant, scissor lifts etc.;
- Manual Handling;
- Storage and stocking methods;
- Required skills, knowledge, training and experience required to safely undertake the work must be included in the **Worker Training, Competency and Induction Register**;
- Confirm that the selected workers are competent to do the work and have all required qualifications, licences and training **Worker Training, Competency and Induction Register** Provide information on any known health and safety hazards associated with the work. E.g. manual handling, stocking methods, plant and equipment use, working at height etc.;
- Risks associated with racking and shelving work will be assessed and any skills/knowledge the worker requires to undertake the work safely;
- Information on required equipment including PPE will be supplied to all relevant personnel.

Reference	Title and Description
Document #: OHSF300001	OHSMS Manual
Document #: OHSF300008	Worker Training, Competency and Induction Register <i>(OHSMS Recording Forms)</i>
Document #: OHSF300122	Racking and Shelving Checklist <i>(OHSMS Recording Forms)</i>
Document #: OHSF300041	Hazard Report Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300048	Incident Report Form <i>(OHSMS Recording Forms)</i>
Document #: OHSF300050	Incident Investigation Procedure Checklist and Action Report Form <i>(OHSMS Recording Forms)</i>
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