

WAREHOUSE/STORAGE PREMISES RULES

SAFETY INSTRUCTIONS FOR OPERATORS

Storage and load handling

- Store materials and items in designated places (racks, pallets, stacking etc.);
- Stored materials and items should be stable and safe, and evenly and clearly arranged;
- Ensure that bulk materials and items do not project over the outer floor size of the transport aid (container, pallet, crate, box etc.);
- Create handling units (pallets, bundles, crates etc.) so that during handling, transport and storage thereof:
 - safety of persons is not put at risk;
 - they keep their shape;
 - they provide protection to bulk materials;
 - transport devices and storage equipment are not damaged;
- Store items so that the upper edge of the stored items is no closer than 20 cm to the lower edge of the ceiling construction or installations (pipes, lamps etc.);
- During handling, ensure that a handling area is delimited and protected against unauthorised entry;
- When handling loads manually, observe the specified work procedures and prevent injuries and damage to health, such as being struck, sliding, slipping, tripping, falling etc.;
- **When manually placing a load in a rack with the load at a height exceeding 1.8 m (above your head height), use a double stepladder or step stool with armrest.**

It is forbidden to

- Use damaged transport aids;
- Overload racks, transport aids, parts of the warehouse and building constructions;
- Carry out construction modifications of transport and handling aids without consent;
- Skid, pull or push handling units unless they are designed to such movement (e.g. special skids for a short distance shift).

Personal protective work equipment

- **Use work gloves when handling loads** posing a risk of an upper-limb injury, such as cuts, abrasions, thrusting a splinter etc.;
- **Use a protective helmet when moving near racks or stored items the upper edge height of which exceeds 2 m and the items are not at this height safely secured against falling.**

Routes and floors in the warehouse

- All paths, aisles and routes must be continuously rideable and passable in their specified clearance profiles, and free of any stored materials or items;
- **The racks must be permanently freely accessible;**
- Routes and floors in the warehouse must be undamaged, clutter-free, clean, skid-resistant and even. Ensure that the warehouse be regularly cleaned up.

The person responsible for the storage premises in the scope hereof: **the ME of the workplace**

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Approved by: *14 November 2018 signature illegible*
Director of the Company