



# Saskatchewan Health Authority

## Policy

Saskatoon & Area - Occupational Health & Safety

**Number:** 53-009

**Title:** Physical Hazard: Storage of Materials

**Saskatchewan Employment Act:**

**OHS Regulation:** 9-18, 9-19

**Date:** January 1, 2017

**Date Revised/Reaffirmed:** December 30, 2021

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### Purpose

To ensure that material that is placed, stacked or stored in the workplace does not constitute a hazard to workers

### Roles and Responsibilities

Employer must ensure:

- That all material or equipment is placed, stacked or stored so that it is not a hazard to workers
- That stacked materials or containers are stabilized by means to ensure that they are stable
- That racks and shelving for storage of material are designed, constructed, secured and maintained to support the load placed on the racks and shelving
- That the racks and shelving are erected on a firm foundation
- Pallets are maintained to allow safe lifting of the pallets with equipment such as a forklift or pallet jack

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That all materials stored are safe and secure
- That racks and shelving are safe and secure and meet the loads requirements of the material stored
- That the equipment used to handle the material is regularly maintained and in good working condition and meet the load requirements when handling material
- That all workers are trained in the policies and procedures for safe storage and handling of materials or equipment

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving material storage

### Orientation & Training

- Training in the safe handling and storage of materials and equipment
- Training in the use of pallet handling equipment as required
- Training in the use of powered mobile equipment as required

**Materials**

- Appropriate PPE if required
- Racking and shelving
- Material handling equipment

**Non-Compliance/Breach:**

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

## Review Dates:

January 1, 2017

May 17, 2018

December 30, 2021