

Storing Goods at Height

WARNING: DO NOT STORE GOODS IN RESERVE SLOTS ABOVE 2M UNSECURED



HAZARD/RISK POTENTIAL:

1. Potential injuries from stock or loads falling from height
2. Stock falling creating trip hazards
3. The catching of streamers pulling stock from pallets

SAFETY PRECAUTIONS:

1. Do not move a load that is unstable and unsecured
2. Report any issues or problems to management immediately
3. All loads/stock to be secured on pallet prior to entering the aisle (except in the case of part pallet replenishments)

Instructions:

Pallets arrive from supplier for put-away or replenishment

1. Receiving checks the goods off and forklift unloads and places ready for put-away by forklift operator. Pallet checked for safety (Boards, Nails and Security)
2. If stock is secured, pallet can be placed directly into reserve slot. Pallets must be secured prior to put-a-way by forklift driver picking the pallet up.
 - A. If pallet arrives from supplier with cartons glued together; string, tape or Velcro around top level is sufficient for storage at height. (All layers must be glued)
 - B. If cartons/stock is loose on a pallet (not glued) it must be shrink wrapped, taped or strapped securely prior to being stored.
 - C. If pallet has loose stock and is 2 layers or less; Velcro, string, tape or shrink wrap can be used to secure the top level of the stock prior to it being stored.
 - D. Single layers of stock on pallets are to be secured using Velcro, string, tape or shrink wrap.
 - E. Pallets with less than 1 full layer; cartons must be centred on the pallet and secured using Velcro, string, tape or shrink wrap. Single boxes should be placed in the centre of the pallet.



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Pallet break downs

In case of pallet breakdowns; the person breaking down and restacking the pallet is required to prepare the pallet for pick up by the forklift operator. They must ensure the above steps are followed in regards to securing stock.

Part pallet replenishments

For part pallet replenishments, reusable Velcro straps are recommended but the other alternatives may be used to re-secure goods after only a number of cartons are removed and pallet replaced in slot at height. Pallets must be re-secured and loose tape or loose shrink wrapped removed and replaced

Pick slots

Where picking occurs in level 3 pick slots or above, loose cartons are to be pushed away from the front of the pallet where possible to prevent loose cartons/stock falling from height. (Case hooks can be used to reach stock in this instance.)

This may be higher depending on the method of pick ie use of Order picker or the use of a BT (NZ)

Storage of stock on Shelf

Where it is required to store loose stock on a shelf for reserve stock ie : Convenience locations, the stock is to be stacked back from edge of shelf and should not be stacked to a level that it is unstable these are often the top shelf or top of the shelving the items are stored approximately above 1.8 meters.

Notes:

Loose Wrap. Straps, Velcro or tape may result in the catching on other pallets and pull items from them when moved this needs to be monitored and controlled



Caution must be taken to ensure that the glued stock is secure and bond not broken as a result of transporting or contact prior to placement as this will allow stock to fall an alternative securing method is to be used.

Temperatures and humidity may have an effect on the Bonding of glues, wraps or tapes and sites need to consider this when storing materials to ensure they remain secured once placed into the locations.

The above is a minimum requirement, sites may exceed the requirements of this SWOP but is not to go below its requirements.