Route Plans

1. Think about how you will communicate with visiting drivers who do not speak and/or only have a limited vocabulary or understanding of English, e.g. provide copies of your site rules, illustrated with pictograms, to cover expected foreign languages.

2. Workplace traffic routes should be suitable for the people and vehicles using them.

3. Where vehicles and pedestrians use the same traffic route, there should be adequate separation between them.

4. With traffic routes, minimise the need for reversing and avoid sharp bends and blind corners.

Slips & Trips

15. Try to stop the floor getting contaminated – and if it does, clean it.

16. Avoid trips - plan workflows to make sure that goods, equipment and waste do not cause obstructions or project into places where people may walk.

17. Use products such as anti-slip paint and tape which can be used to create a much safer workplace.

18. Equip packing stations with impact absorbing, anti-slip industrial floor mats to relieve the stress placed on employees' knees, shins, and ankles when they work entire shifts standing in one place.

19. Use products such as anti-slip paint and tape which can be used to create a much safer workplace.

20. If power cords or hoses must be run across walkways or open areas, cover them with heavy-duty cord covers to prevent tripping hazards, as well as to protect the cables from run-over damage.

21. Place visual warnings like signs and strips of brightly coloured tape and temporary barriers along loading dock edges to prevent employees from accidentally walking off.

22. Carry out a manual handing risk assessment for manual handling operations and tasks that present a risk of injury.

23. Never use pallets on forklift trucks for accessing work at height or as working platforms.

24. With racking systems, mezzanines, etc., you can use anti-collapse mesh or netting on the back of racks or on handrails to prevent objects falling below.

25. Pallets should be loaded correctly to ensure load stability; banding, shrink or stretch wrap can help with this.

26. Protect racking if it is likely to be struck by lift trucks and other vehicles - upright protection in any form can be a cost effective way to help eliminate the risk of damage caused by your materials handling equipment!

27. Inspect racking regularly. Visual inspections at regular intervals and 'expert' inspections carried out at intervals by a competent person – an expert for racking inspections is a SEMA Approved Rack Inspector / SARI.

28. Never climb on racking.

Vehicles

1. Industrial truck operators need to be trained by a competent person.

2. Lift trucks should be regularly maintained in accordance with the manufacturer’s recommendations.

3. When driving a forklift, try not to exceed 5mph.

4. Never allow anyone who is under the age of 18 and/or not specifically trained in forklift operation to operate a forklift.

5. Maintain a zero-tolerance policy for “stunt driving”, or racing.

Protective Equipment

6. According to the law, PPE should be provided to prevent people from getting injured at work. PPE can include everything from protective footwear and hard hats to respiratory masks and eye goggles - always carry out a risk assessment to ensure each employee is rightly equipped.

Training

7. Accidents often occur when staff don’t know what they’re doing or haven’t been properly trained. For this reason, give all new starters a thorough rundown of their job and regular ‘refreshment’ training throughout their time at the company.

8. Sometimes staff come and go at a rapid rate, so to ensure people don’t get neglected or lost in the system, try to assign them a mentor or a buddy who they can ask questions of if management are busy.

9. Use the HSE’s bulletin service to keep up with current legislation and study the details of the prosecutions.

10. Invest in registration to OHSAS 18001:2007, or at least aim to comply with the requirements of the standard. It is not compulsory to have this type of certification, but it proves to your staff - and importantly customers - that you have passed all the relevant safety criteria to be awarded it.

IF IN DOUBT.. PLEASE CONSULT THE EXPERTISE OF A QUALIFIED HEALTH AND SAFETY ADVISOR.

28 TOP TIPS FOR SAFETY IN YOUR WAREHOUSE...