

Safe storage and handling

Work safely & avoid injuries by following the points below for every task

Before lifting anything

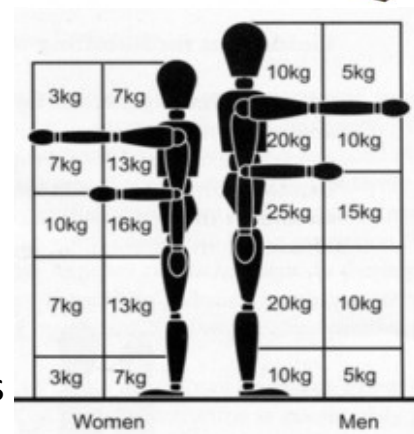
- Consider the load being lifted and moved.
- Follow “T.I.L.E.” for good handling practices

Always:

- Visually check for any damage to the shelving including uprights and beams
- Check that the unit is stable and unlikely to tip
- Report defects immediately

Whenever Possible:

- Distribute the load evenly across the bay
- Store lighter stock on higher shelves or on light weight shelving equipment, e.g.
 - > Crisps and snacks/ paperware
- Store heavier stock on lower shelves and only on heavy duty shelving equipment, e.g.
 - > Beer and drinks; soap powder; cleaning materials



Never

- Overload shelving units - check for any weight limit labels
- Store heavy stock on light weight shelving units



	2024	2025	2026	2027
Colleague				
Trained by				