

# Safe Top Stocking

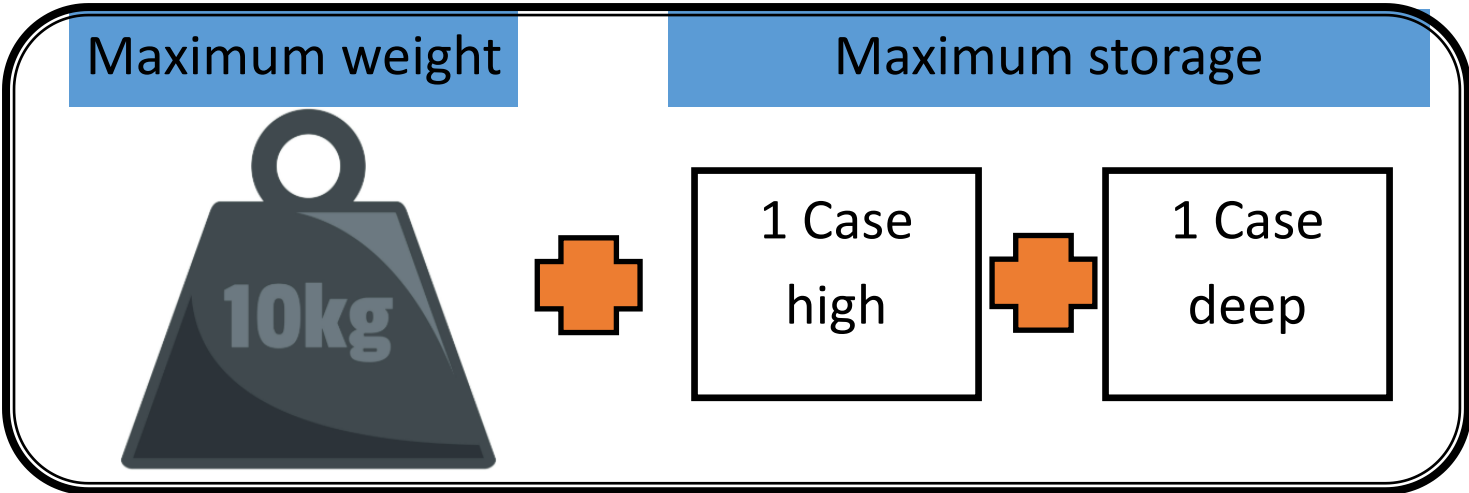
Work safely & avoid injuries by following the points below for every task

## Stock storage

### Always

Follow these guidelines when top stocking to avoid injury:

- 1 Case high and 1 case deep
- No loose items
- Maximum weight 10 Kg
- Follow good manual handling techniques



## Using steps and kick stools

- Take care when stepping on and off steps and kick stools
- Ask for help if needed or weights too heavy

### Never

- Place loose items on top
- Block ceiling lights or fire safety equipment
- Allow cases to overhang

	2025	2026	2027	2028
Colleague				
Trained by				