

LOCATION OF WORK	WRITTEN BY:	APPROVED BY:	DATE	LAST REVISION
All Schools	Karl Ingoldsby	Somersworth School District JLMC	3/4/2020	New

POTENTIAL HAZARDS	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL RECCOMENDATIONS
<ul style="list-style-type: none"> Awkward postures – bending, twisting Repetitive movements- stacking, carrying Vibration Forceful exertions-lifting heavy pallets Pinch points Sharp points / edges, splintered wood 	<ul style="list-style-type: none"> Gloves to protect against cuts, slivers, and pinches 	<ul style="list-style-type: none"> Closed tip footwear In house training

Note: Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

SAFE WORK PROCEDURE

1. Pallets must be stacked flat. Do not store pallets leaning against walls or poles etc.
2. Pallets that will be manually removed from a pile are to be stacked no more than 8 pallets high
 - A. Any stack over 8 pallets high requires a lift to remove a pallet
 - B. Pallets being removed from a pile 8 high or less are to be removed in the following manner:
 - i. Slowly push the pallet away from you or pull it toward you over the pallet beneath it
 - ii. Continue sliding the pallet while tilting the side that is furthest off the pallet toward the ground
 - iii. Keep your hands and feet away from pinch points and when bending over, maintain a wide stance, bend your knees and hips and keep your back straight
 - iv. Once the pallet touches the ground, tilt up the other side, move behind it and slide it to where it is required
 - v. Lower the side of the pallet toward you till it is on the ground. Use proper lifting procedure as above
3. No pallet should be lifted off the ground by one person. If a pallet has to be lifted manually a minimum of 2 people are required
 - A. To lift a pallet with 2 people, each are on opposite ends and bend their knees and hips to reach the pallet. Each person grasps a pallet cross brace with both hands. On a designated count by one person, both persons lift the pallet by pushing through the legs while keeping their backs as straight as possible and shoulders back
4. Do not twist your body when carrying a pallet. Take small steps to turn

REGULATORY REQUIREMENTS

- Lab 1403.43 Personal Protective Equipment