
1. Purpose

The purpose of this procedure is to ensure that all materials are stored and transported in a manner that prevents any hazard or potential hazard to any person or the environment.

2. Scope

This procedure applies to all Council employees and all workplaces.

3. References

1. Occupational Health and Safety Act 2004.

4. Responsibilities

Managers/Supervisors

Managers/Supervisors shall ensure that this procedure is implemented in their Work Areas and shall:

- Determine any supervisory or training requirements associated with materials handling and transportation; and
- Conduct Site Inspections to ensure materials are stored and transported appropriately.

Storeperson

The Storeperson shall ensure all substances, materials and goods are stored in accordance with the manufacturer's recommendations and/or the Materials Safety Data Sheet (MSDS).

Employees

Employees shall ensure all materials are store, handle and transport all materials in accordance with the MSDS and/or manufacturer's recommendations, and that they notify their Manager/Supervisor of any hazards identified on site and possible control measures.

5. Definitions

Vehicle

A vehicle is any powered plant designed to transport one or more persons.



6. Method

6.1. Storage

All materials will have a designated storage area which caters for the maximum quantity of the material likely to be stored at any time, and which ensures that there will be clear areas in front of walkways, fire exits, fire equipment and electrical switchboards etc.

Appropriate lighting will be provided to ensure all operations in the designated storage area will be safely performed.

All packages and containers will be accurately and clearly labelled as to their contents.

All designated storage areas will display signs, which describe the materials to be stored, and the capacity allowed. Racking and free stacks are to be stable and protected against vehicle impact where appropriate.

Racking and pallets are to be maintained in a good condition. Any damage to racking must be reported immediately to the Manager/Supervisor and a **Hazard Report** completed.

Hazardous materials storage areas will ensure product stability and segregation from any potentially reactive materials (refer to Section 4.05, *Hazardous Substances and Dangerous Goods*).

Appropriate emergency procedures shall be displayed in the designated storage area, and appropriate fire fighting equipment and personal protective equipment and clothing must be readily accessible.

Employees will be trained in safe handling techniques and the use of safety and protective equipment, and training will be maintained.

Only competent and appropriately licensed persons are permitted to operate forklifts and trucks. Such operators must be familiar with the storage systems in any particular designated storage area.

Pedestrians and vehicles will be separated, where possible, by clearly visible painted lines on floor areas and safety signs.

Appropriate speed limits will be identified, signed, monitored and enforced.

Designated storage areas and safety and protective equipment will be inspected regularly in accordance with Section 3.06, *Hazard Identification*.

6.2. Transportation

Work instructions will be developed for the:

- loading,
- unloading and
- transport

of all materials.



These instructions will include **designated transport routes**.

All materials transported will be accurately, clearly and durably labelled, where appropriate.

All vehicles will display information relating to the contents and capacity of tanks or other containers on board.

Emergency arrangements, appropriate employee training and any necessary personal protective equipment will be provided in relation to the transport of any hazardous materials (refer to Section 3.09, *Emergency Planning* and Section 4.10, *Personal Protective Equipment Procedure*).

Vehicles will be inspected daily [including any mechanical aids used to load/unload].

Drivers will maintain daily inspection logs.

7. Related Documents

1. Section 3.06, *Hazard Identification*.
2. Section 3.09, *Emergency Planning*.
3. Section 4.05, *Hazardous Substances and Dangerous Goods*.
4. Section 4.10, *Personal Protective Equipment*.

8. Attachments

Nil