Example of a safe system of work for a storage area

**STORAGE**

1. Adequate lighting is essential for safety in the storage area and for the movement of stock and other materials. All light failures or deficiencies must be reported immediately.
2. Only use properly secured steps and ladders to reach upper tiers of stock. Heavier items must be stored on lower racks. Stock must not project into gangway space and must not be stacked higher than is safe especially on raised flooring. Under no circumstances should racks be used to climb upon to reach items. Ladders must be checked before every use and any missing rubber feet or hooks replaced.
3. Where storage is on floors above ground level, other than the loft space in the mechanical workshop, the safe working load of that area must not be exceeded. Railings must be fitted around the storage area, at a height of 1000mm, with suitable barge boards to prevent smaller items from being knocked and falling down.
4. The regulations concerning the storage of dangerous substances must be followed at all times. The precautions relating to the storage of oil, acid and highly inflammable substances must be carefully observed. This can be found in the COSHH section.
5. All items of stock must be kept clear of fire appliances and fire doors. Fire doors are not to be propped open with fire extinguishers.
6. Deficient or exhausted fire extinguishers must be reported at once. Fire extinguishers will be regularly checked.
7. The movement of stock must be handled with care. Heavy items in storage must be lifted/supported in the correct manner to avoid back injuries and assistance must be used where necessary.