



Safety Instruction

Material Handling and Warehousing

GENERAL

- Wear approved eye protection when working in locations where eye hazards from flying particles or hazardous substances exist.
- Wear appropriate personal protective equipment when exposed to chemicals which are toxic, corrosive, or irritating.
- Use protective gloves when handling sharp materials.
- Use approved ladders, platforms, and lifting devices to reach elevated storage areas, and don't climb on racks
- Keep areas clear in front of fire fighting equipment, alarm boxes, electrical control panels, exits, and main aisles.
- Toss out broken pallets and keep boards with nails out of traffic areas.
- Store moving equipment (floor trucks, hand trucks, wheelbarrows, dollies) out of the way when not in use.
- Put packing material directly in recycling or waste containers as soon as possible.
- Store material in a stable position.
- Pay careful attention to posted stacking height limits determined by shelf manufacturers or warehouse staff. Correct weakness or signs of shelf failure.
- Maintain a minimum of eighteen inches clearance to all sprinkler heads.
- Chock round or irregular material to prevent rolling.
- Mark all bar stock, pipes, lumber, or other materials that project beyond racks with flags or similar warnings.
- Store drums (maximum of four to a pallet) in an upright position.
- Inspect chemical drums at least monthly - more frequently during hot weather. Provide venting, cooling, or covering as necessary.
- Store gas cylinders in an upright position, secured to prevent them from falling, and capped when stored, moved, or shipped.
- Store flammable gas bottles away from oxygen cylinders.
- Use lifting cradles if moving gas cylinders with overhead hoists.
- When moving gas cylinders lift truck or hand truck, use approved racks.
- Forklift operators need specific training and supervisor certification before use. Contact EH&S for training.

Contact EHS:

safety@oregonstate.edu
oregonstate.edu/ehs/
541 • 737 • 2273