



Minnesota Counties Intergovernmental Trust

INJURY PREVENTION

Quick Review of Safety

Storage

Tips and Best Practices

- Always use a step stool or ladder to store or retrieve items at height. Do not use chairs or boxes or climb on shelves.
- Make sure shelves, racks, cabinets and stored items are secure.
- Maintain at least 18 inches of clearance below sprinkler heads. Items positioned too close to them can affect their operation.
- Position heavy or bulky items lower on the shelves to improve stability and reduce lifting or twisting hazards.
- Avoid storing heavy or awkward items above shoulder height.
- When lifting, storing or retrieving an object:
 - Plan the route and ask for help if you need someone to hold doors or assist with the lift.
 - Face the load and bend at the knees rather than the waist.
 - Avoid twisting; instead pivot the feet to change directions.
 - Lift with slow continuous pressure rather than quick lifts.
 - Use a hands or knees to build a bridge for additional support and to take weight off of the back for small items.
- Use carts or other devices when moving large amounts of materials; maintain visibility ahead.
- Items frequently accessed should be positioned in an easy to reach area.
- Avoid storing items that protrude into walkways. If it is unavoidable reduce the hazard with cushioning, flagging or other means. Sharp edges should be guarded or rounded down. Report sharp edges if you are unable to correct the hazard.

(Over)



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(Over)

- Emergency equipment, such as fire extinguishers, eyewash stations, first-aid kits, electrical panels and disconnects, must be clear and unobstructed. Blocking these safety devices can affect their operation and delay response in an emergency.
 - Electrical panels must have at least 36 inches of clearance in front and 30 inches wide or the width of the panel, whichever is larger.
- Avoid storing items in boiler or mechanical rooms. These rooms often contain equipment, electrical breaker panels or other devices that require clear space around them to tend to the equipment. Items can increase the risk of trips or fires and delay response in the event of an emergency.

Reporting

- Maintaining safe storage is everyone's responsibility. If you see something that seems wrong, fix it or report it to a supervisor or member of management to address the hazard.

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