

WAREHOUSING

WAREHOUSING

(See also: [Battery Charging](#)(9); [COSHH](#)(19); [Doors](#)(21); [Electrical Equipment](#)(22); [Electricity](#)(24); [Fork Lift Trucks](#)(32); [Manual Handling](#)(52); [Personal Protective Equipment](#)(63); [Cold Store Warehousing](#)(15); [Slips and Trips](#)(77); [Storage of Goods](#)(81); [Workplace Health, Safety & Welfare](#)(92)).

INTRODUCTION

Many industries contain **warehouse or storage environments**, not just the wholesale distribution industry. On average there are more than 2,300 reportable injuries that occur in such warehouse environments every year. When one takes into account possible under-reporting the figure may be nearer 6,000 reportable injuries per year or even higher. Such high levels of injury undoubtedly arise from the wide range of risks present in warehousing, ranging from storage and manual/mechanical handling systems to the equipment, substances and work practices used.

KEY FACTS ABOUT INJURIES TO EMPLOYEES IN WAREHOUSES

By examining accident statistics *for warehousing over a period of time it is possible to identify key risks to assist in prioritising action. The following information may therefore be of use.

- Fatalities**
- Average of almost 6 per year
 - This represents around 20% of all fatalities reported to local authorities
 - Almost half were due to falls from a height (racking, vehicle or ladder)
 - A fifth involved being struck by a vehicle (fork lift truck)

- Major injuries**
- Average of over 200 per year.
 - This represents 9% of all major injuries reported to local authorities.
 - Almost half were due to either slipping and tripping on level ground or falling from a height.
 - 17% due to being struck by a vehicle.
 - 14% due to being struck by a falling or moving object.
 - Vast majority of injuries were fractures.

*Key fact sheet on injuries to employees within warehouses as reported to local authorities 1987-1997

Ref: 87

July 2002

ORIGINAL ISSUE DATE: October 1997	ISSUE No: 2 RFN	ISSUE DATE: July 2002
SECTION: Warehousing		PAGE No. 1 of 5

Over-3-day injuries - Average of almost 2,100 per year .

- This represents 12% of all over-3-day injuries reported to local authorities.
- Almost 40% involved the person lifting or carrying an object.
- The next three biggest causes were struck by moving vehicle (17%), slips and trips (16%) and struck by moving object (14%).
- 60% of moving vehicle injuries were caused by fork lift trucks; 38% were due to being struck by a non-powered truck e.g. trolley.

SOURCES OF ADVICE

In addition to appropriate elements within this Manual a major source of information is to be found in booklet HS (G) 76 'Health and Safety in Retail and Wholesale Warehouses'. The booklet is aimed at owners and managers of retail and wholesale warehouses, whilst the principles may also be applied to large retail outlets which have similar storage facilities and activities. Due to its comprehensive coverage and 'readability' of HS(G)76, this element will not summarise the booklets contents, other than to list them. The booklet is commended highly to all those involved in warehousing.

1. **Legal duties**
 - notifying the enforcing authority
 - informing employees
 - safety policy
 - relevant legislation
2. **Staff training**
 - general
 - training check-list
 - fitness for work
 - final check
3. **Reporting accidents, diseases and other incidents**
 - general
 - immediate notification
 - report in writing
 - record keeping
4. **First aid**
 - general
 - appointed persons
 - qualified first-aiders
 - contents of first-aid boxes
5. **Environment and welfare**
 - design and layout
 - floors
 - heating
 - lighting
 - ventilation
 - gas and oil fired equipment
 - internal combustion engines
 - sanitary accommodation
 - washing and welfare facilities
 - general housekeeping
 - personal protective equipment (PPE)

Ref: 87

July 2002

ORIGINAL ISSUE DATE: October 1997	ISSUE No: 2 RFN	ISSUE DATE: July 2002
SECTION: Warehousing		PAGE No. 2 of 5

- 6. **Electrical Safety**
 - general
 - fixed electrical installations
 - portable and transportable equipment
 - steam and water pressure cleaners

- 7. **Occupational health**- substances hazardous to health
 - noise
 - work-related upper limb disorders

- 8. **Storage systems**
 - pallets
 - turntable pallet stretch wrap machines
 - pallet inverters
 - pallet converters
 - trollies/roll containers
 - racking systems
 - placing and retrieving stock from racking or shelving

- 9. **Manual handling**
 - general
 - prevention or control of risk
 - team handling
 - information and training
 - check-list for employers

- 10. **Mechanical handling**- general
 - lift trucks
 - design features of reach, counterbalanced and very narrow aisle trucks
 - fitting attachments
 - training of lift truck operators
 - protection of public, employees and visiting drivers
 - lift truck operating areas
 - control of the use of LTs
 - basic rules for lift truck operators
 - maintenance and examination of LTs
 - refuelling of lift trucks
 - charging of batteries of electrically powered lift trucks
 - use of lift trucks where flammable materials may be present
 - working platforms on lift trucks
 - order picking machines
 - scissor lifts
 - conveyors
 - teagles
 - overhead travelling cranes

Ref: 87

July 2002

ORIGINAL ISSUE DATE: October 1997	ISSUE No: 2 RFN	ISSUE DATE: July 2002
SECTION: Warehousing		PAGE No. 3 of 5

- 11. **Automated storage and retrieval systems** - general
 - hazards
 - automatic guided vehicles (AGVs)
 - hazard analysis and risk assessment
 - safeguarding automated and semi-automated systems

- 12. **Vehicular operations**- road systems
 - pedestrian movement
 - protection of pedestrians working with vehicles
 - reversing vehicles
 - premature vehicle departure
 - stability of semi-trailers
 - loading and unloading
 - dock levellers
 - maintenance
 - tail lifts
 - safeguards

- 13. **Cold stores**
 - general
 - safeguards and precautions

- 14. **Storage of packed dangerous substances**
 - general
 - identification and assessment
 - prevention and control strategy
 - spillages
 - warning signs
 - management and training
 - special regulations

- Appendix 1** - Enforcing authorities
- Appendix 2** - Routine electrical checks for portable apparatus
- Appendix 3** - Transport hazard diamonds and user hazard warnings
- Appendix 4** - Notes on fitness for work in the cold
- Appendix 5** - Further information sources

CHECKLIST - WAREHOUSING

1. Have you carried out risk assessments, as appropriate, for the following:-
- | | | |
|--|-----|----|
| (i) environment/structure etc. | YES | NO |
| (ii) electricity - use of, equipment etc. | YES | NO |
| (iii) storage - systems and practices | YES | NO |
| (iv) manual handling | YES | NO |
| (v) mechanical handling | YES | NO |
| (vi) automated storage and retrieval systems | YES | NO |
| (vii) vehicular operations | YES | NO |
| (viii) cold stores | YES | NO |
| (ix) packaged dangerous substances | YES | NO |
| (x) any other identified hazardous work area/ activity | YES | NO |
2. Have you carried out COSHH assessments, if required? YES NO
3. Have you incorporated risk assessments, safe working procedures and practices and training for health and safety into your health and safety management system? YES NO
4. Do all parts of the workplace comply with the requirements of the Workplace (Health, Safety and Welfare) Regs 1992 ? YES NO

REFERENCES / FURTHER DETAILS

- * 1. Booklet HS (G) 76 : 'Health and Safety in Retail and Wholesale Warehouses' (HSE) ISBN 0-11-885731-2

* Available to view by prior arrangement at Nuneaton and Bedworth Borough Council, Environmental Health Services, Council House, Coton Road, Nuneaton. CV11 5AA

** Free copy available from Nuneaton and Bedworth Borough Council at the above address.

WAREHOUSING

Ref: 87

July 2002

ORIGINAL ISSUE DATE: October 1997	ISSUE No: 2 RFN	ISSUE DATE: July 2002
SECTION: Warehousing		PAGE No. 5 of 5