

13.06.07

DESCRIPTION:

JOB SAFE PRACTICES
General – Placing merchandise in fixtures

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Use a mirror cap ladder or safe T-step to access and to place merchandise above shoulder height.</p> <p>Do not stand on shelf racking or chipboard shelves to access or move stock.</p> <p>Mirror cap ladder JSP</p>	Working from heights	Falls	<p>Store and Department Management – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p>Store staff – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p>All staff – To identify and report unsafe conditions and implement the Out of Service tag procedure.</p> <p>Note – When the task is completed, ensure all rubbish and equipment is removed from the aisle in accordance with the Clean Stores policy.</p>
<p>Stack empty pallets no more than nine high. Ensure two people lift pallets that are above six pallets high.</p> <p>Do not stand empty pallets on their side.</p>	Unstable pallets	Sprains, strains, crushes	
<p>Plan the route of travel.</p> <p>Ensure you have a clear view of the path at all times.</p> <p>Use flat-top trolleys where possible.</p> <p>Push flat-top trolleys rather than pull them.</p> <p>Manual handling JSP</p>	Pushing trolley to selling floor	Sprains, strains, bruises	
<p>Place the trolley close to the fixture.</p> <p>Open the carton with a carton cutter.</p> <p>Sit on the safe-T-step or kneel to fill lower shelves.</p> <p>Carton cutter JSP</p>	Manual handling-repetitive tasks, accessing low shelves	Sprains, strains, falls laceration	

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