

SAFETY FIRST!

WAREHOUSE SAFETY GUIDELINES

HOW TO SAFELY LIFT & CARRY

To prevent injury, always lift and carry safely by following these instructions. Use hard hat, gloves, protective shoes and back brace if available.

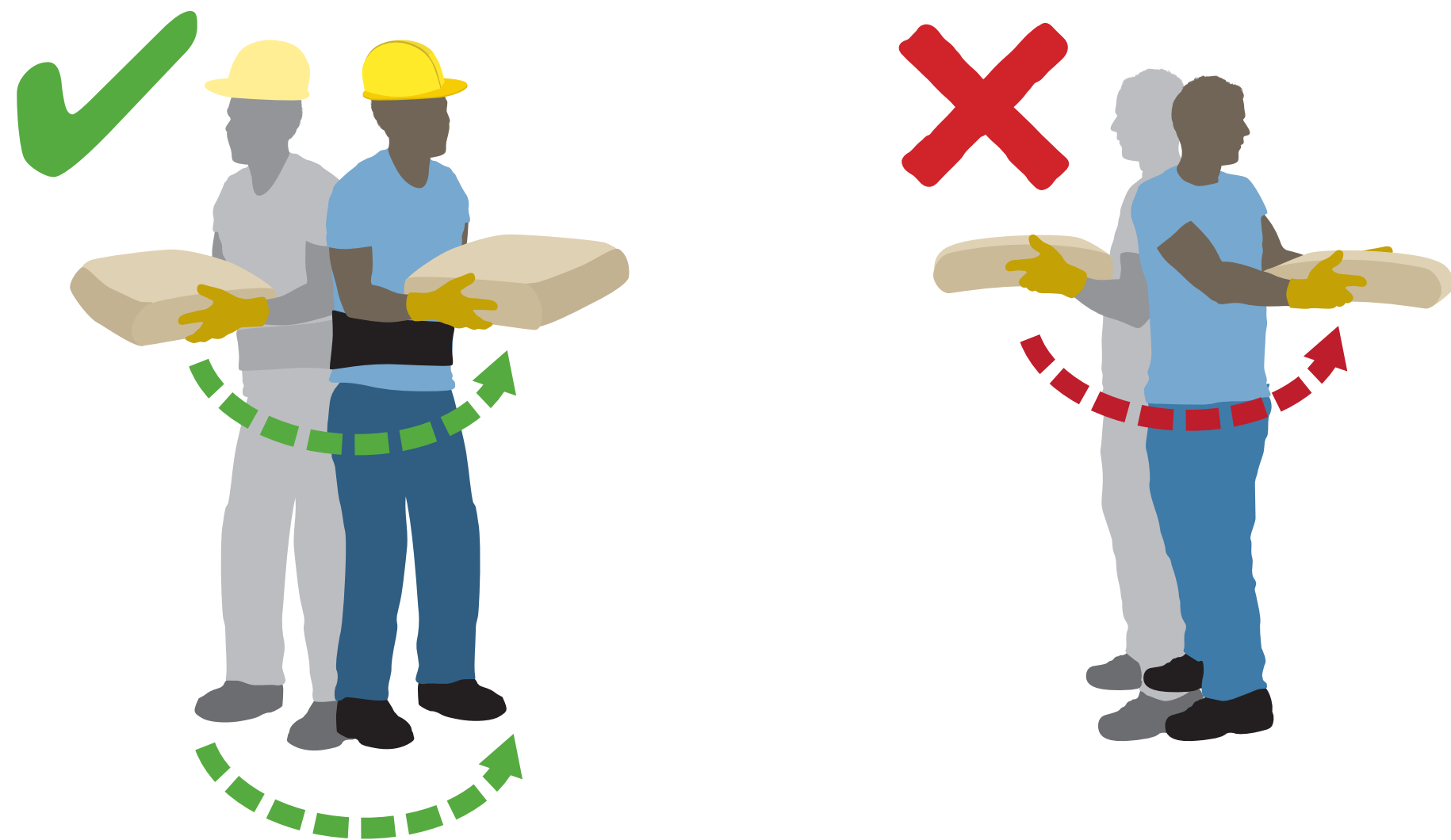
HOW TO LIFT A LOAD

1. Bend your legs.
2. Keep your back straight.
3. Lift with your legs.
4. Keep load close to your body.
5. If the load is too heavy, get help.



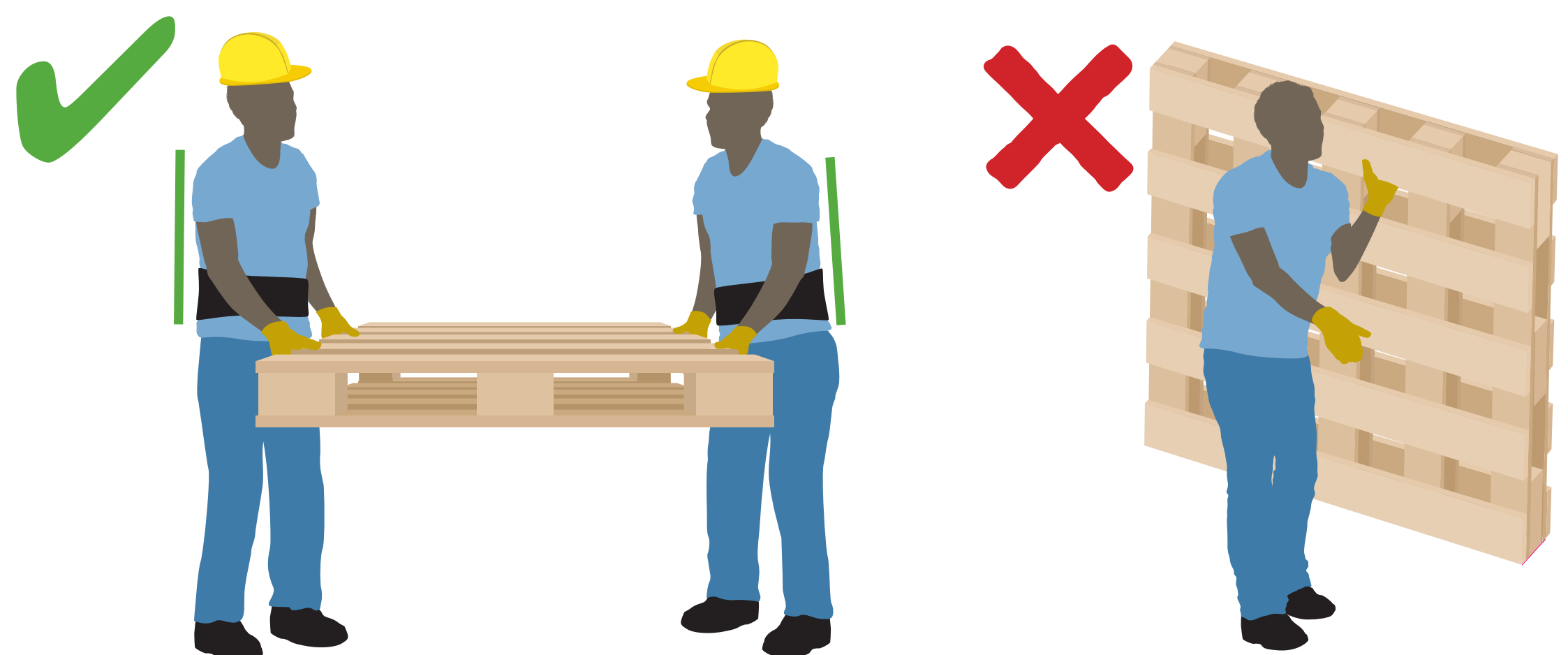
HOW TO CARRY AND MOVE A LOAD

1. Keep your back straight.
2. Move your feet when you move or shift a load.
3. Don't twist or bend your back.



HOW TO LIFT AND MOVE A PALLET

1. Always use 2 people.
2. Always lift and carry an empty pallet, never a loaded one.



Electronic copies of the Warehouse Staff Safety Guide and posters can be found at www.fsnnetwork.org/warehouse-staff-safety-guide.

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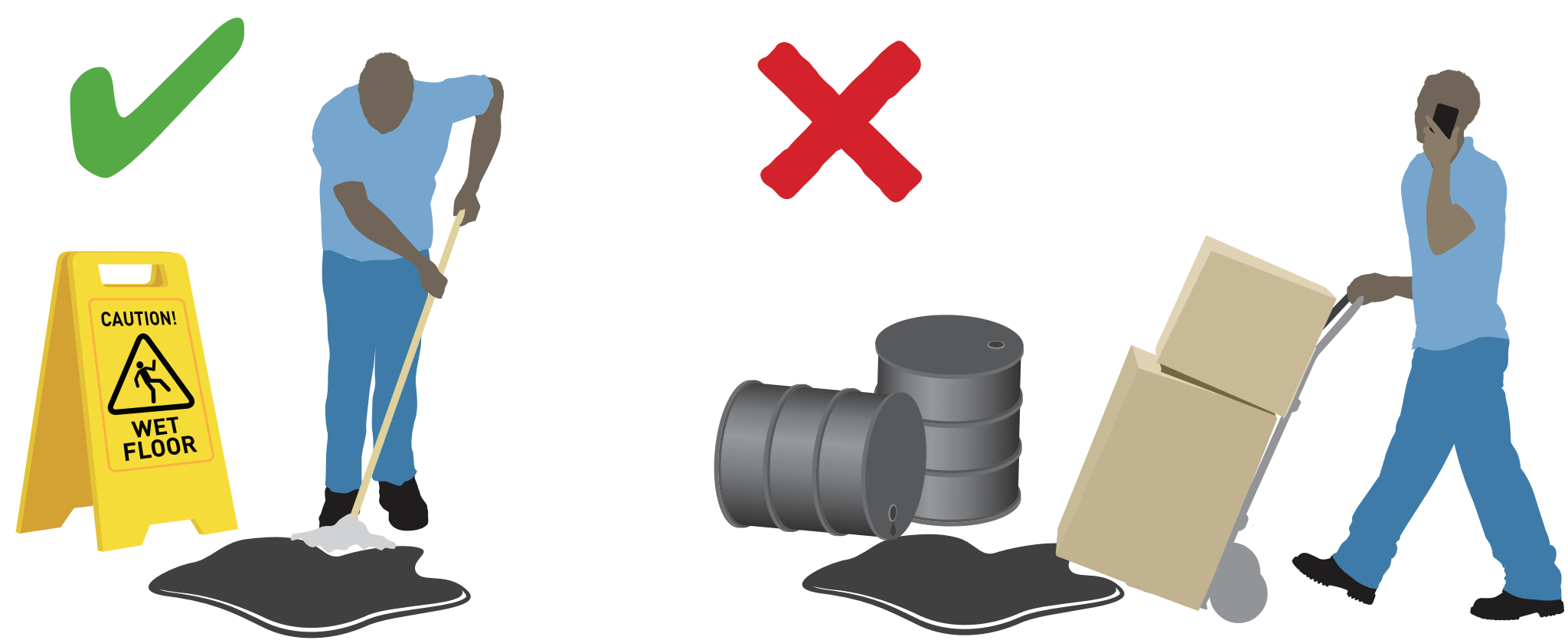
WAREHOUSE SAFETY GUIDELINES

AVOID COMMON WAREHOUSE HAZARDS

Follow these preventative safety measures to avoid common warehouse hazards and to ensure the safety and health of everyone.

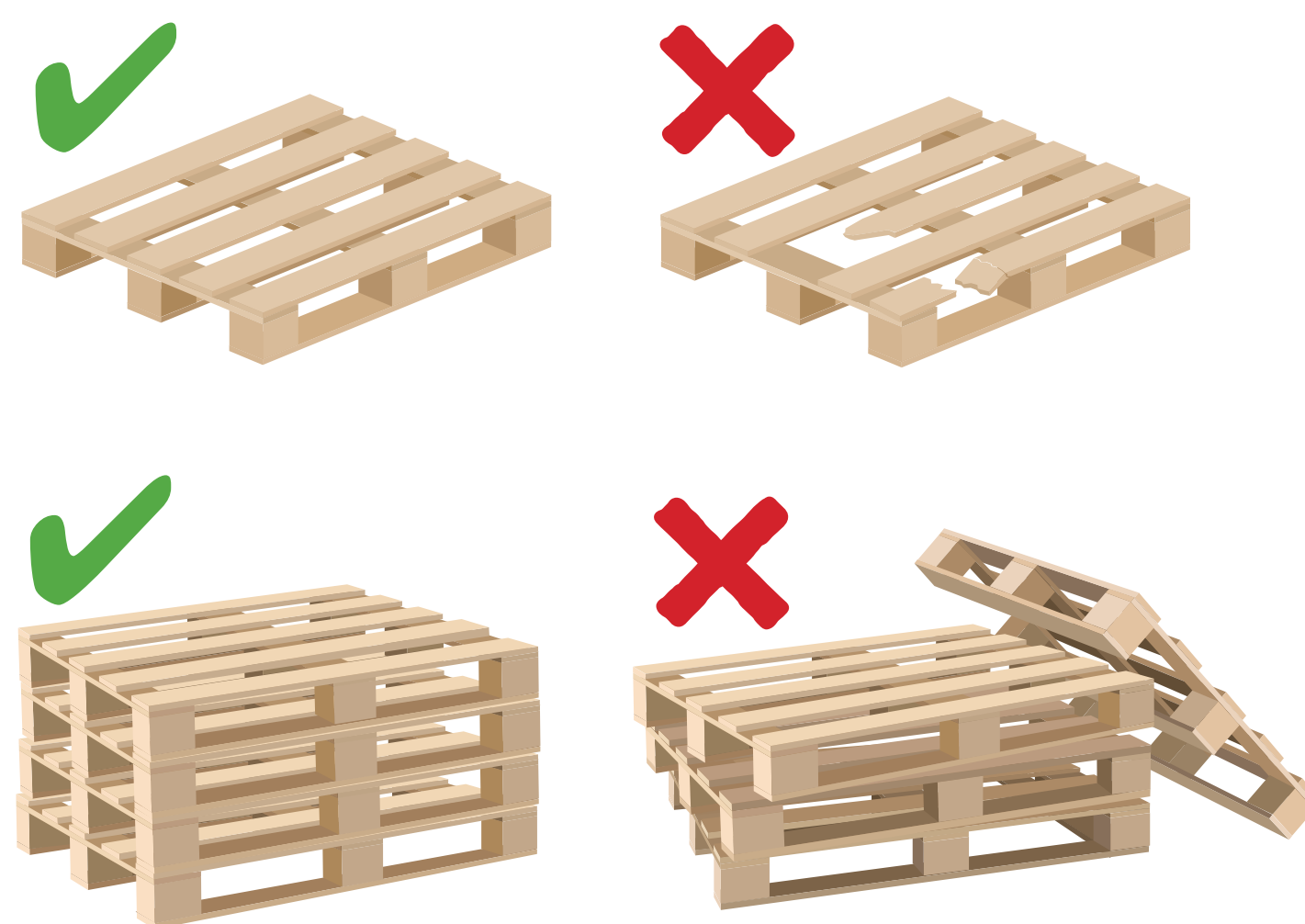
SPILLS

1. Stay alert, avoid distractions and watch your step.
2. Ensure all spills, especially oil, are cleaned up immediately.



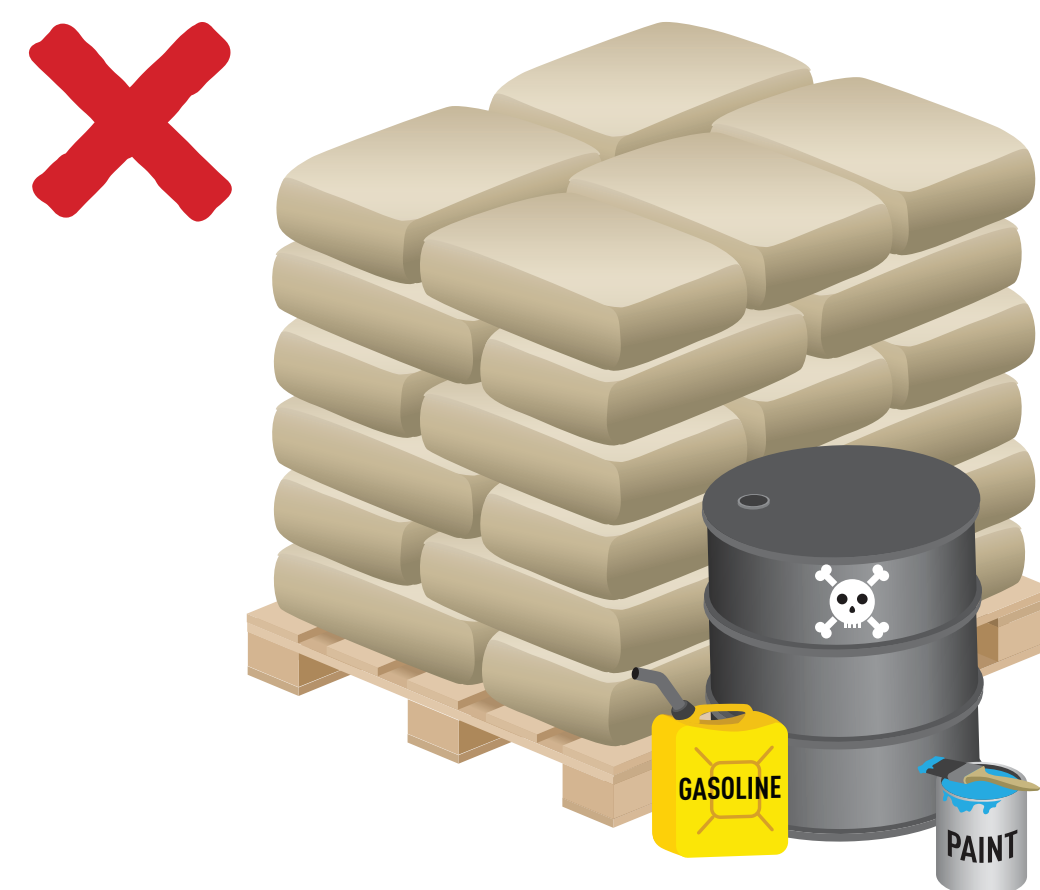
ORGANIZE AND STACK MATERIALS

1. Never use a broken pallet.
2. Do not overload pallets.
3. Keep empty pallets in proper stacks.



STORING HAZARDOUS MATERIALS

1. Do not store non-food items with food items.
2. Never store chemicals, lubricants, fuels and hazardous material in a food warehouse.



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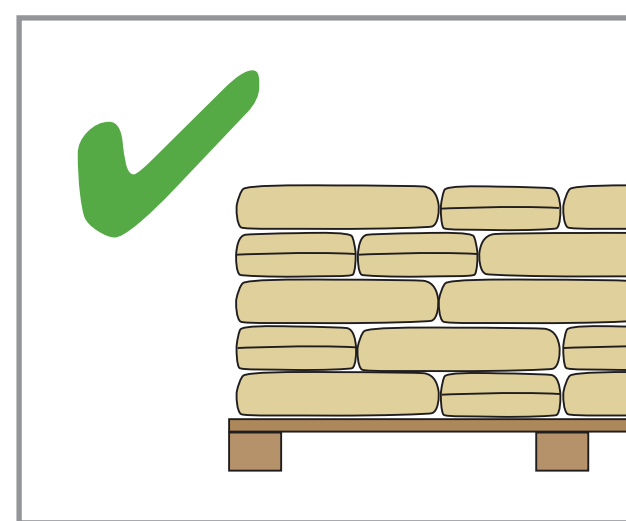
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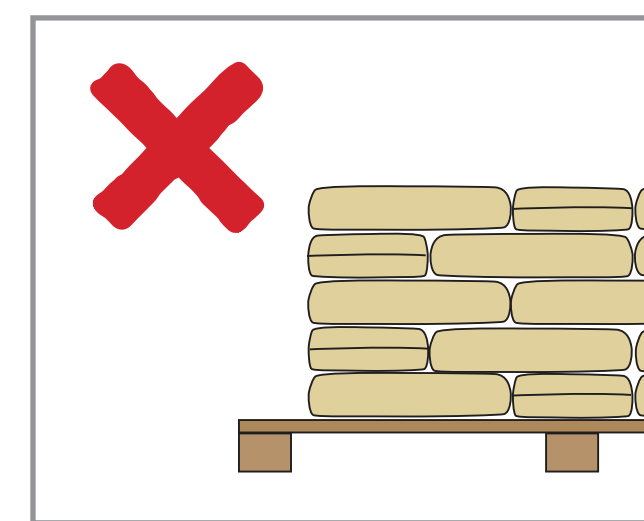
PROPER PALLET USAGE & STACKING

Use pallets to keep all items off the floor. Pallets should be clean, level and free of projecting nails or splinters. When pallets are not available, such as at the beginning of an emergency operation, try to place food commodities on wooden planks, woven mats or tarp/plastic sheeting.

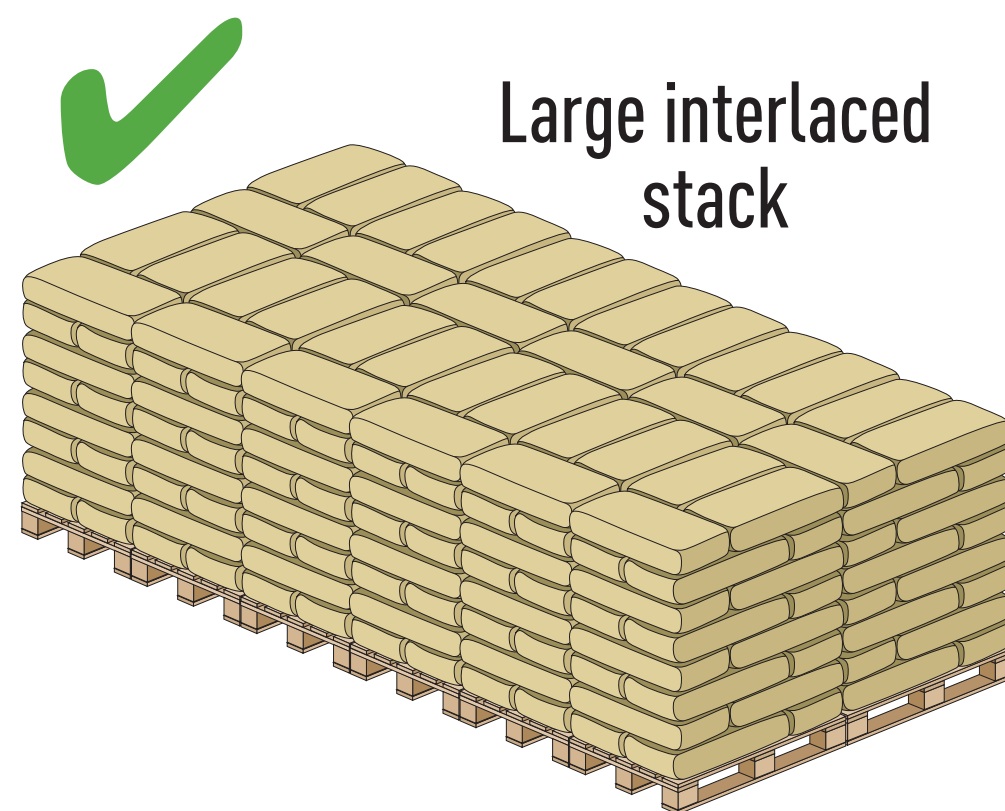
BAG STACKING ON PALLETS



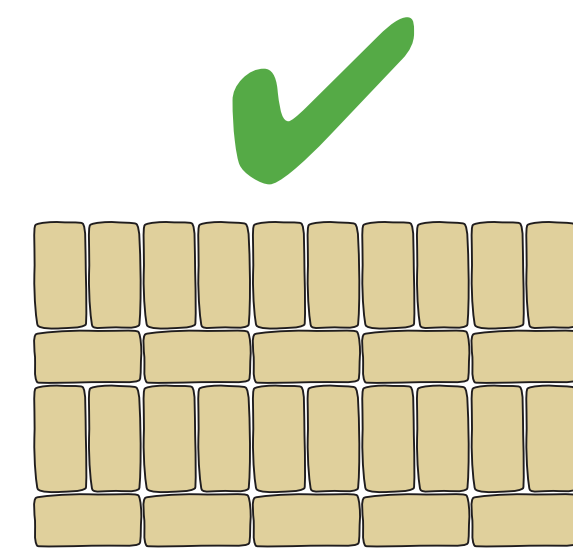
Line up bags to the edge of the pallet



BAG STACKING SEQUENCE



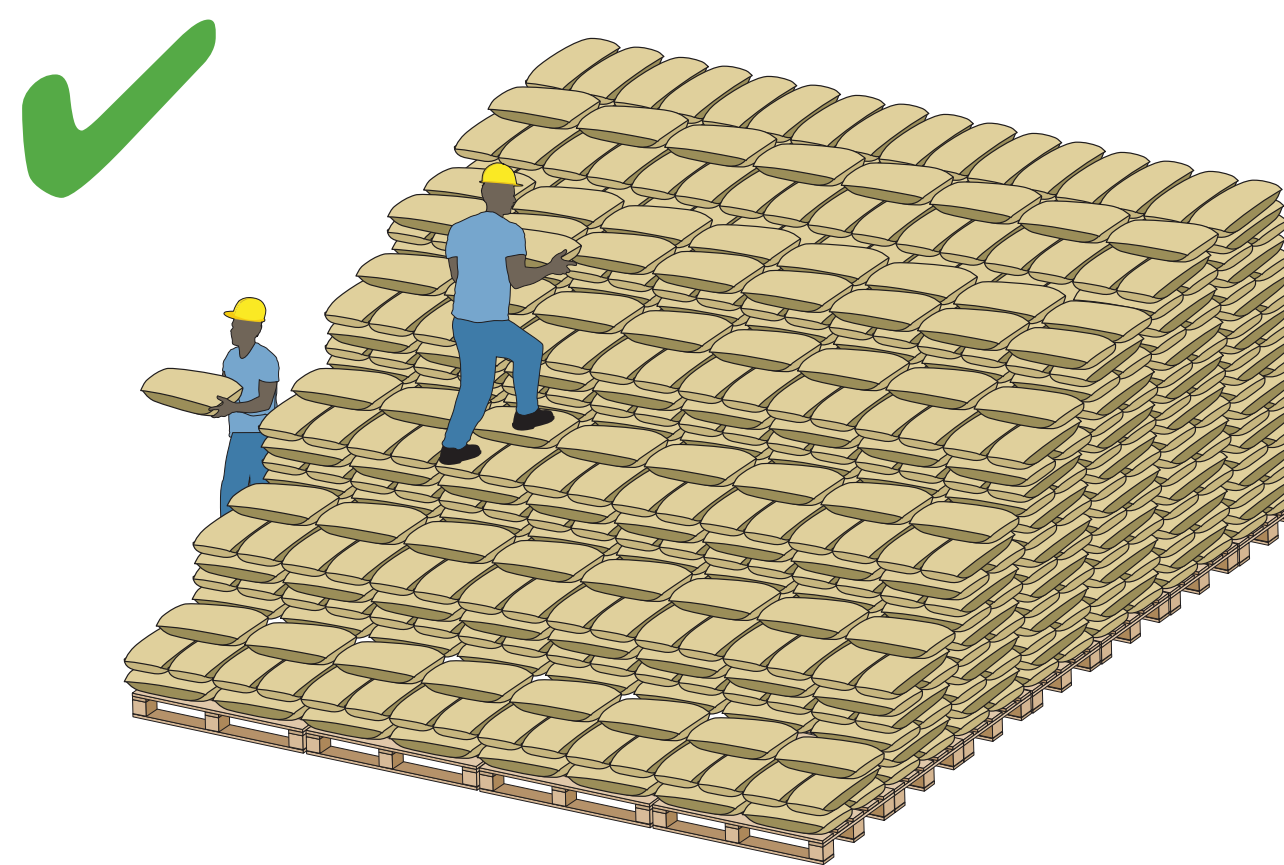
Large interlaced stack



Sequence as seen from above

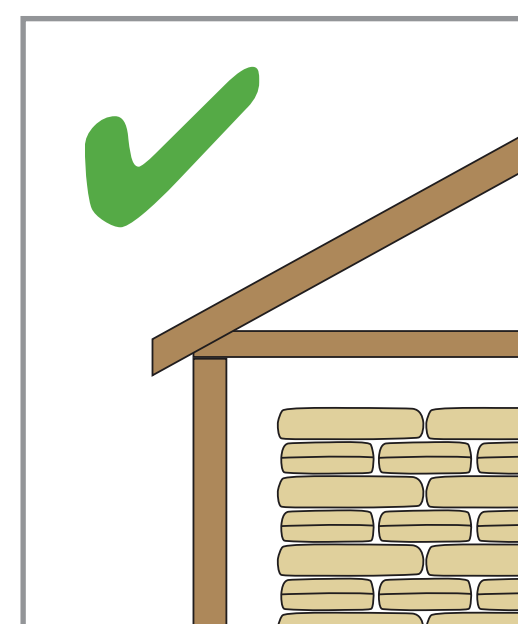
STAIRCASE STACKING

DANGER: When working on or around large stacks wear a helmet for safety.

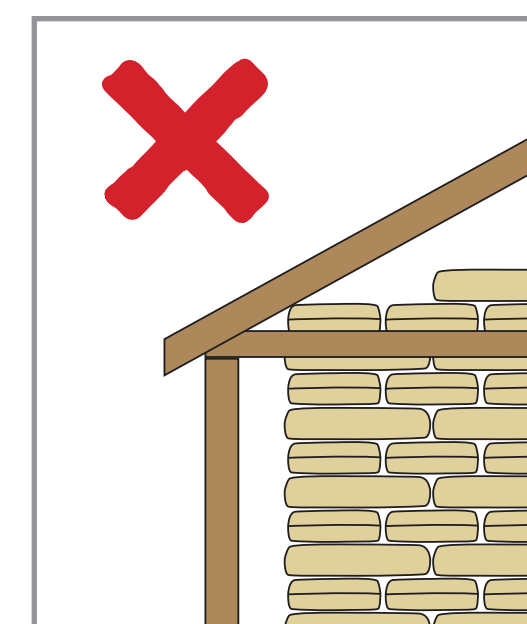


An option for large stacks is to interlace stacks by laying the entire first layer lengthwise, the entire second layer crosswise, the next layer lengthwise and so forth.

BAG STACKING BELOW EAVES



Do not stack above eaves



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FIRE SAFETY

WAREHOUSE SAFETY GUIDELINES

FIRE SAFETY RULES & FIRE EXTINGUISHER USE

Follow these general fire safety rules to eliminate fire hazards and to prepare for a fire emergency.

GENERAL FIRE SAFETY RULES

1. No smoking in the warehouse.
2. Do not put burning materials such as cigarettes and ashes into trash cans.
3. Keep storage areas clean and tidy.
4. Never block fire exit doors.
5. Fire extinguishers shall remain accessible.
6. Check the emergency evacuation route map.
7. In case of fumigant-caused fire, immediately tell fire fighters that fumigants are present and provide *Material Safety Data Sheet* and/or product label.



HOW TO USE A FIRE EXTINGUISHER

1. Pull the pin at the top of the extinguisher to release the locking mechanism, allowing you to discharge the extinguisher.
2. Aim at the base of the fire, not the flames.
IMPORTANT: to put out the fire, you must extinguish the fuel.
3. Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.
4. Using a side-to-side sweeping motion, aim the nozzle back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish.

BE AWARE: A typical full fire extinguisher will only contain about 10 seconds of discharge.



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FIRE SAFETY

WAREHOUSE SAFETY GUIDELINES

WHAT TO DO IN CASE OF FIRE

Follow these safety guidelines for proper fire safety and evacuation procedures.

1

SOUND THE ALARM

Shout for help, activate the alarm and have someone call the fire service.



2

EXTINGUISH FIRE

Use a fire extinguisher if the fire is small.



3

EVACUATE

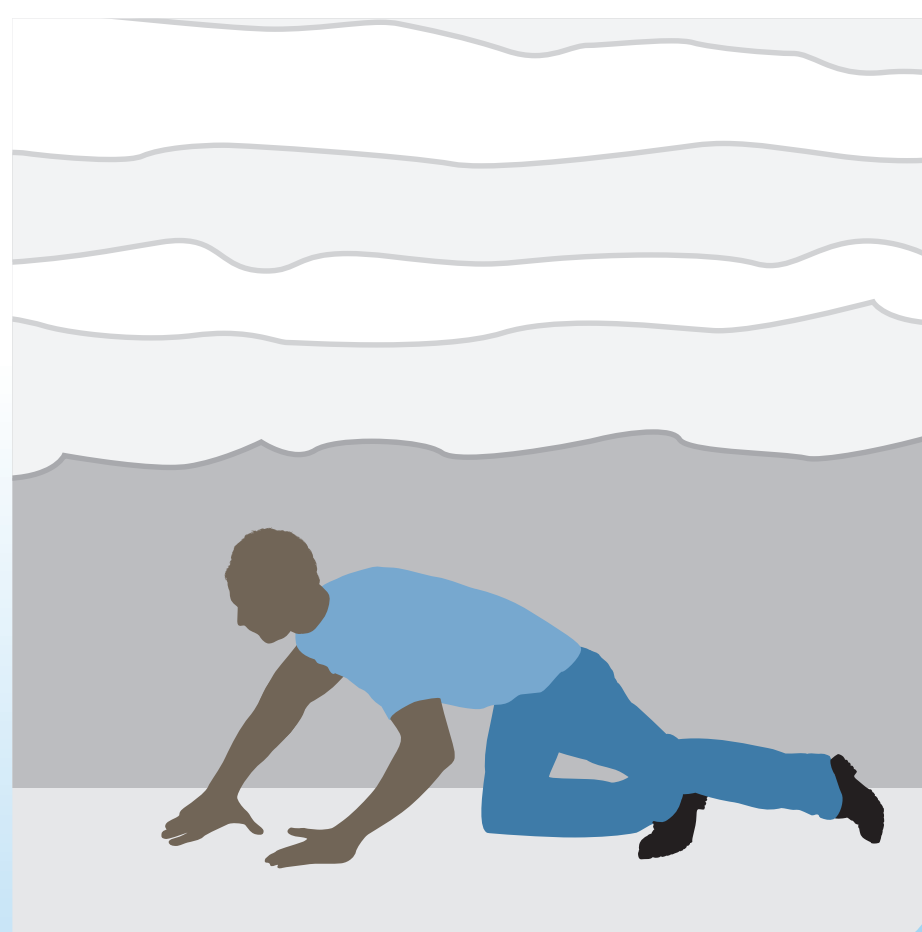
Evacuate all people from the building, closing doors and windows if possible.



4

AVOID SMOKE

Remember that smoke can kill. Crawl to stay below smoke.



5

CHECK BUILDING

Check that the building has been successfully evacuated, without re-entering the building or risking injury.



6

ROLL CALL

A roll call should be taken at the fire assembly point to ensure that all occupants are accounted for.



7

DECLARED SAFE?

Do not re-enter the building until a qualified person announces that it is safe.



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PREPARATION FOR FUMIGATION

Fumigation is a dangerous process: staff may be poisoned, injured or killed if used incorrectly. Follow the step-by-step *Fumigation Management Plan* to ensure the safety of warehouse staff, fumigators and nearby residents. **WARNING: Fumigants are highly flammable and explosive. Follow all procedures carefully to prevent the risk of fire or explosion.**

IMPORTANT PROCEDURES BEFORE FUMIGATION

1. Notify people and staff in buildings within 100 meters of the warehouse.
2. When supervising fumigation, staff should be familiar with procedures outlined in the *Warehouse Staff Safety Guide*.
3. Only properly trained and equipped contractors shall conduct fumigation procedures.
4. Warehouse staff near fumigants must wear the proper equipment (listed below).



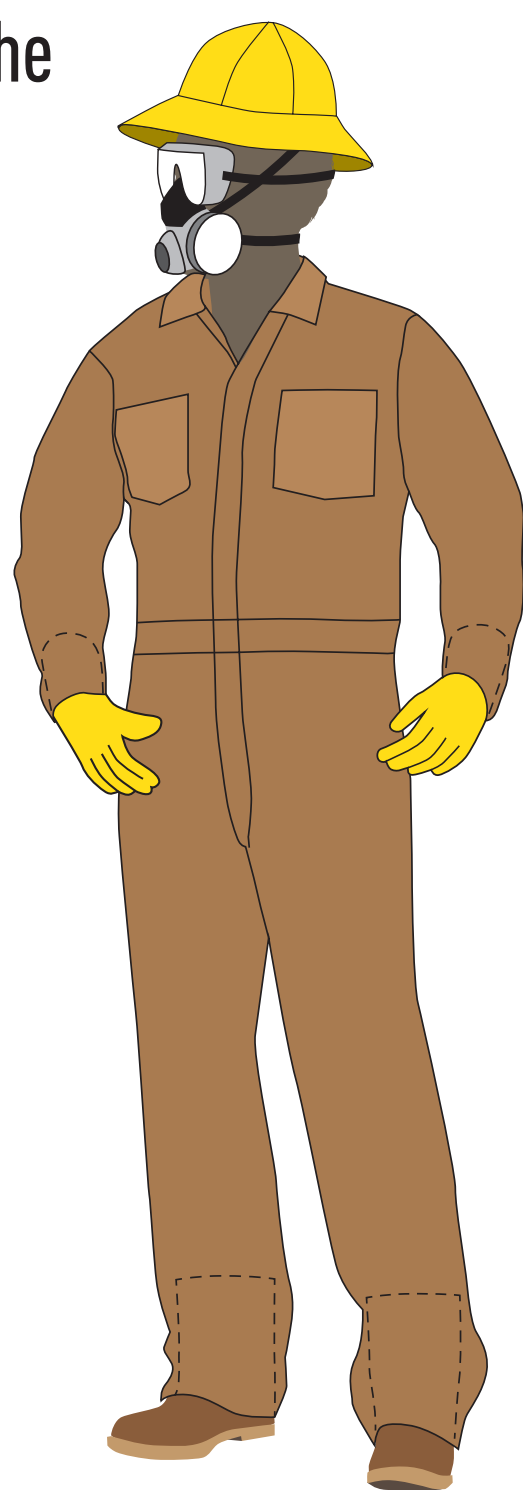
X DO NOT ENTER



SETTING UP FOR FUMIGATION

Fumigators must always use the following personal protective equipment when fumigating:

1. Respirator
2. Goggles
3. Gloves
4. Coveralls
5. Boots

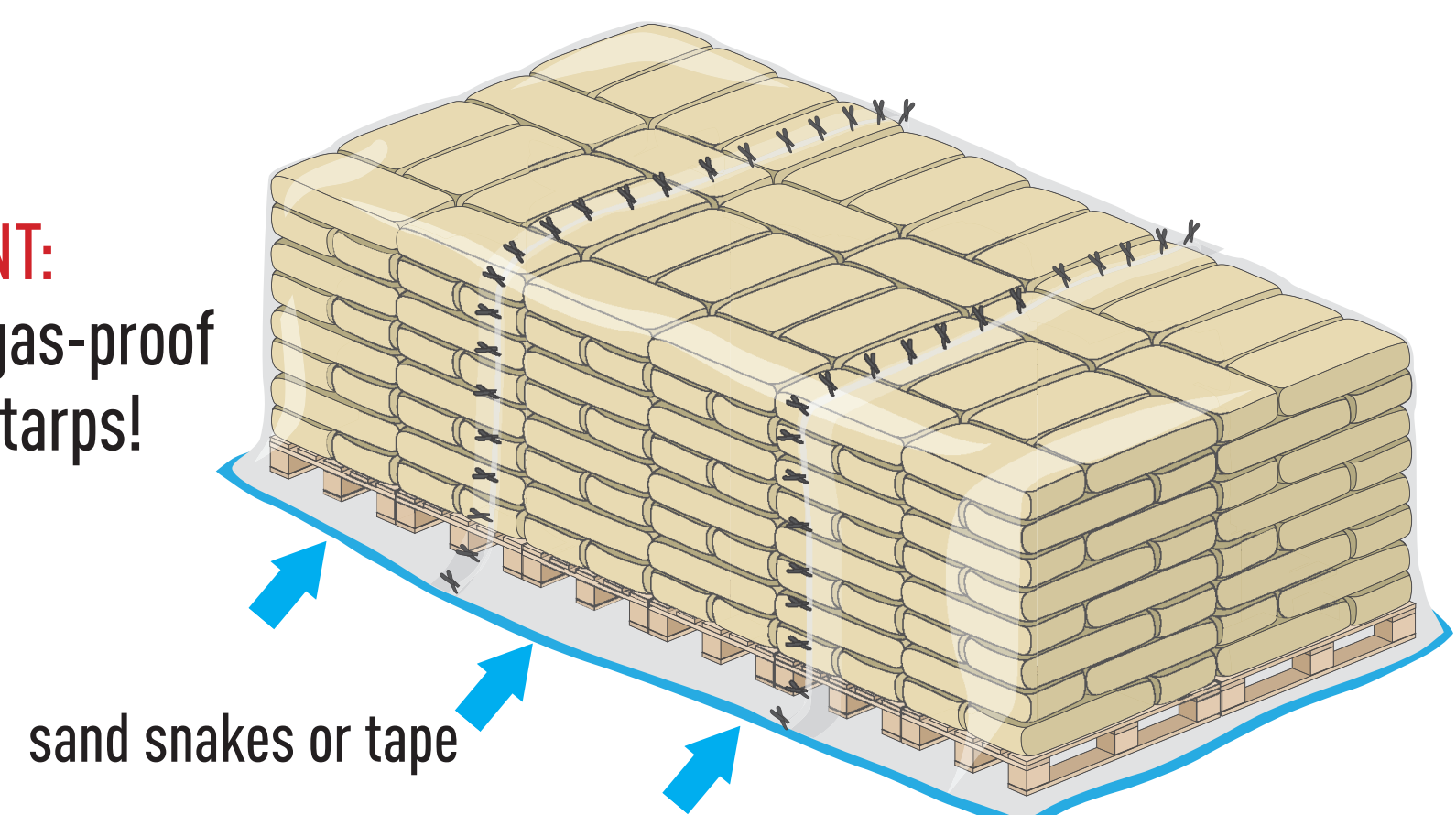


IMPORTANT:
Use gas monitoring equipment.

Sheeting a stack:

1. Place the gas-proof sheet over the entire stack with 1 meter of sheet lying on the ground.
2. If more than one sheet is used, join the sheets (1 meter overlap, tightly rolled and then clipped or weighted).
3. Use sand snakes or tape to secure sheet to ground.

IMPORTANT:
Only use gas-proof sheets or tarps!



See Chapter 3 in the *Warehouse Staff Safety Guide* for more details or for more information on fumigation safety refer to USAID's Fumigation PEA at <http://www.usaidgems.org/fumigationpea.htm>.

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WAREHOUSE SAFETY GUIDELINES

PROCEDURES AFTER FUMIGATION

Fumigation is a dangerous process: staff may be poisoned, injured or killed if used incorrectly. Follow the step-by-step *Fumigation Management Plan* to ensure the safety of warehouse staff, fumigators and nearby residents. **WARNING:** Fumigants are highly flammable and explosive. Follow all procedures carefully to prevent the risk of fire or explosion.

SAFETY & ILLNESS AFTER FUMIGATION

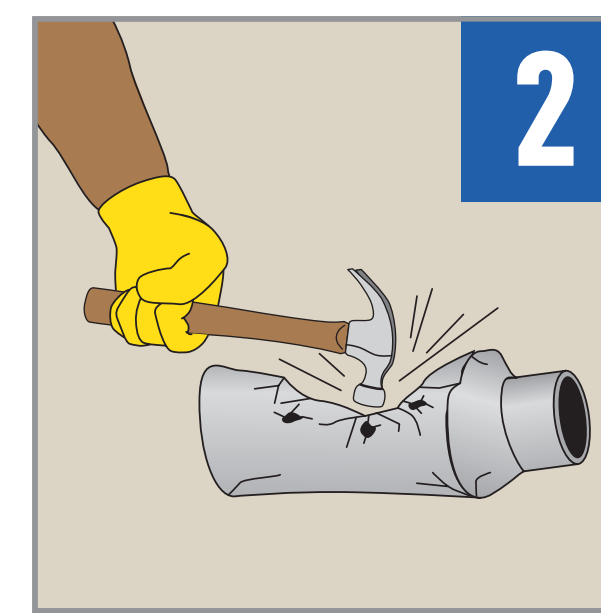
1. Do not re-enter building until a qualified person announces that it is safe.
2. **EMERGENCIES — Fumigation related incidents:**
 - a) If you are affected by fumigant, go to fresh air. When able, seek medical attention.
 - b) For a more seriously poisoned victim, it is important to get them to a hospital as quickly as possible.



PROPER DISPOSAL AND CLEANUP OF PHOSPHINE

Prior to completing the following steps ensure that all pellets are used up during the fumigation event.

1. Using a leak-proof drum, add deactivation solution or 2% solution of a low-sudsing detergent. Wearing a respirator, slowly pour in deactivated material or submerge empty containers and let stand for 36 hours.
2. Puncture all deactivated, empty containers.
3. Dispose of containers in landfill or proper receptacle.
4. Dispose of deactivated mixture into a disposal pit.
5. Cover disposal pit with dirt.
6. Wash drum, equipment, clothing, gloves and hands thoroughly after disposal.
7. **WARNING: DO NOT** dispose of mixture in a toilet.



For more information about safe fumigation practices see USAID's Fumigation Management Plan at: <http://www.usaidgems.org/fumigationpea.htm>.

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