



LOSS CONTROL GUIDE

YARD AND RETAIL OPERATIONS MANUAL MATERIAL HANDLING

WALKING SURFACES

- Yard Surface
 - Repair potholes and cracks and smooth unlevel surfaces
 - Remove cut banding immediately and pick up loose banding
 - Arrange stock in orderly manner
 - Discard scrap lumber, paper wrappings, and other debris in an appropriate container
- Building floors and lofts
 - Repair loose or damaged flooring or floor covering
 - Keep walkways and aisles free of stock storage or protruding stock
 - Clean up spills
 - Pick up loose items and refuse immediately

STAIRS

- Build stairs with uniform tread and riser size
- Install standard stairway handrails on stairs/steps over 4 risers in heights
- Keep stock off stairs/steps
- Pick up discarded refuse and clean up spills immediately
- Repair or replace all broken steps and railings

STORAGE LOFTS

- Elevated storage platforms should be constructed to withstand the weight of storage and employees
- Post floor loads on the loft and do not exceed posted floor loads
- Equip lofts with 42" high guardrails with midrails and toeboards
 - Install fixed-place permanent stairs to access regularly used lofts (avoid the use of portable ladders or mobile stairs)
 - Clearly mark and protect low clearances

LADDERS

- Portable ladders should be commercially manufactured (avoid using homemade types)
 - Keep all ladders in good condition and repair. Take defective ladders out of service immediately and repair or replace before using.
- Train employees in correct ladder use. Enforce rules for safe ladder use

LIGHTING

- Sufficient lighting should be provided in areas where employees handle and carry material