

Warehouse: Safety in the Storage Facility

- a) all accidents must be reported to the manager of the department immediately.
- b) workers are to use all prescribed personal protective equipment when working in the warehouse. Safety shoes in particular must be worn at all times.
- c) in case of foreign objects getting into eyes, proceed immediately to the Eye Wash Station located in the mens washroom and wash eyes thoroughly with Eye Wash Solution provided. Immediately report to First Aid personnel for further medical treatment required.
- d) nonsmoking policy will be enforced in the warehouse (storage facility) and also in the office area.
- e) fire extinguishers have been strategically located throughout the warehouse. Please take note of their location and also refer to the warehouse layout for their location.
- f) the building has a sprinkler system located throughout the warehouse and office, linked directly to the fire department. There is also a back up smoke/fire alert system in the office and plant monitored by ~~██████████~~ and connected to the fire department.
- g) all material is to be stored in the warehouse, this includes samples. No material is to be stored in the office.
- h) incoming materials, whether in drums, bags, cartons, etc. are to be checked for any kind of damage before placing in inventory. If damaged put aside until it can be safely repackaged. Please refer to the Handling of Repackaged Material section for proper handling.
- i) in case of powder leakage from the bags, the warehouse person must wear safety glasses, gloves, overalls to minimize dust exposure as well as safety shoes. The warehouseman vacuums the bags so they are completely clean before the bags are stored.
- j) as a general rule, none of our material, whether in boxes, bags, drums, etc. are to be opened to minimize any contact of the material with the employee. A skid may be separated but the individual boxes, bags, etc. are not to be opened. The only exception is in a case where samples must be taken and only in urgent situations that have been approved by the manager. This procedure must be done under direct supervision of the supervisor.

Why: There doesn't seem to be a single theme behind this instruction. It jumps around many topics. No flow to the document.

Who: Responsibilities and Roles are not consistently identified. Also, the job titles are buried throughout the document and not consistent. The procedure refers to managers and supervisors, worker, warehouseman and employee.

When: no issues or concerns specifically identified.

Missing header or any other revision control or page #'s (actually pg. 1 of 2)
No approvals identified.

what if a woman gets injured? ~~██████████~~

(How) ↗

Where: The title suggests this is only applicable to the warehouse, but the procedure also refers to the office.

What: This procedure does not specifically address any criteria, except for partially emergency spill clean-up and medical ~~██████████~~ response.