



SAFE WORKING PROCEDURE STACKING AND STORAGE

Form: SWP

002

1. THE TASK:

Stacking and Storage of material

2. THE HAZARDS:

Sharp edges, Fall down / over, Slipping, Heavy materials, Communication, Poorly loaded vehicle

Bad stacking, Dust, Weather and Co-workers.

3. PERSONAL PROTECTIVE CLOTHING:

Hard hat, Overall, Safety boots, Gloves, Eye protection and Reflecting vest in some cases.

4. TOOLS:

Spade if sand or stone.(Other materials by hand.)

5. SAFETY PRESCRIPTIONS: (General Safety Precautions)

a. Be sober at all times.

b. Do not smoke dagga or use drugs during working hours.

c. Do not perform any task unless you have received specific training for the task.

d. Always wear the prescribed Personal Protective Equipment.

e. Do not wear loose clothing when working near moving machinery.

6. Specific Safety Precautions: (All types of material)

a. More than one person to lift up heavy material.

b. Beware of hitting face, hands, legs, and feet when moving material.

c. Use the correct lifting methods (Lift up with your legs and not your back)

d. Watch where you walk, be observant of co-workers.

e. Beware of sharp edges, and hazardous materials.

f. Maintain a safe working distance between co-workers.

g. Use the correct tools for the task to perform.

h. Do not confront Snakes and wild animals (report to your supervisor and warn co-workers)

i. Do not horseplay on the job. (It can be dangerous)

j. Beware of falling material. (Poles, stays, y standards)

k. Comply with all company and other signage.

l. Comply with all company safety rules.

m. Report any unsafe act, Situation or condition to your supervisor.

n. Carry out any reasonable instruction given to you by your supervisor.

o. Smoking to be carried out in manner and area as per company policy.

p. To conserve the environment in all possible ways.

Employee Name:

Employee Signature: