

**Scope:** This safe work instruction is intended to provide an appropriate guide for conducting safe racking and storage practices at **[Company]**.

**Responsible Supervisor****PPE required**

- Safety footwear – in warehouse areas

**Skills, competencies or qualifications required**

- Site specific induction

**Licences required****References**

WHS Act 2011 (NSW, Qld, ACT), WHS Regulations 2011 (NSW, Qld, ACT); WHS Act 2012 (Tas, SA), WHS Regulations 2012 (Tas, SA); OHS Act 2004 (Vic), OHS Regulations 2007 (Vic); OS&H Act 1984 (WA), OS&H Regulations 1996 (WA); Manufacturer's Instructions; 4762:2000 – General-purpose flat pallets; AS 4084:2012 – Steel storage racking; AS 4068:1993 – Flat pallets for materials handling.

**Warning**

Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.

**General Safety**

Procedures need to be in place within the workplace to ensure that operations are conducted safely with regard to the racking design, the load and capability of lifting equipment.

Operating instructions need to be provided which include, but are not limited to:

1. The correct application and use of the equipment;
2. The safe working loads are to be adhered to;
3. Prohibitions on unauthorised alterations; and
4. The requirement to report any damage immediately.

**Racking Safety Requirements**

- **Installation:** Racking should be set up, operated and maintained according to AS 4084:2012 – Steel storage racking.

**Pallet Storage****Racking and Storage Inspection - Weekly****Racking Inspection - Annual**

**OPERATOR INSTRUCTIONS**

This SWI must be followed at all times when using pallet racking.

If a job cannot be completed following this instruction you must refer to your supervisor for additional safety instructions.

**APPROVALS AND AGREEMENT****THIS SWI HAS BEEN CHECKED AND APPROVED BY**

NAME	SIGNATURE	DATE
		01/02/2015

**OPERATOR AGREEMENT**

I have read and understood this Safe Work Instruction.

I agree to follow this instruction at all times and to refer any safety issues to my supervisor.

NAME	SIGNATURE	DATE