

What are the hazards and how might they harm?



Injuries or death as a result of being hit by moving vehicles



Back and muscle strain from manual handling



Impact injuries as a result of falling from height



Slip injuries from spillages, trip injuries caused by obstructions



Thermal discomfort from exposure to cold



Crush and impact injuries to limbs from falling items or equipment

What other precautions should be taken?



Clean up any spillages immediately

Goods receipt and storage

Safety Task Card STCGE 13

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Stand well clear of reversing delivery vehicles, tail lifts and forklift trucks when goods are being lowered or raised.
2. Wherever practicable, walk in designated pedestrian walkways or stay behind barriers in delivery areas.
3. If you are required to inspect or enter delivery vehicles, only do so with the knowledge and consent of the driver or the person in charge of the vehicle, who must ensure it is safe to approach the vehicle and to leave the vehicle after any inspection.
4. Do not enter any delivery vehicle to remove or help move goods or operate the tail lift.
5. Ensure loads removed from tail lift are free running.
6. Suitable trolleys, sack trucks, barrows or roll cages should be used for moving loads to and from storage areas, reducing the need to manually handle loads.
7. For deliveries on pallets:
 - Break down the delivery, one pallet at a time.
 - Check the delivery for stability and unwrap it completely if stable.
 - Remove all pallet wrap and discard in waste.
 - If not stable then unwrap a small section at a time, cutting off excess pallet wrap with scissors and disposing of in the waste.
 - As soon as the pallet has been broken down, remove it to the waste area or designated pallet storage area.
8. Check that racks and shelving are stable and of suitable strength to support the weight of the stored goods.

Continued on reverse

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.

Goods receipt and storage continued

Safety Task Card
STCGE 13

Safe System of Work continued

9. Wherever possible, goods should be stored at a height that can be reached without the need to use step stools.
10. Where items do need to be stored above shoulder height, this should be limited to lighter-weight items.
11. Do not climb on storage racking and shelving but, if you have been trained to do so, use step stools where it is necessary.
12. Clean up spillages as they occur and use wet floor warning signs when appropriate.

If you have any concerns, stop and speak with your line manager before proceeding.