

The Theme for November 17 will be: Material Storage

### Your Health and Safety

### Our Environment

### Quality Requirements

All goods need to be stored in a location and manner to prevent loss, damage or deterioration. The below must be followed:

#### 1. DELIVERY OF GOODS

- **Plan** deliveries to keep the amount of materials on site to a minimum.
- **Supervise** deliveries.
- Store materials **away** from **moving vehicles**.
- Display clear **signage** to direct deliveries.



#### 2. STORAGE OF GOODS

- **Bund** oil and chemicals and store on an impermeable base.
- Ensure drums are stored **upright**.
- Keep smaller containers (jerry cans) on **drip trays** or **plant nappies**.
- If materials are stored at height, make sure **guard rails** are in place to prevent falls when stacking / collecting materials or equipment.



#### 3. SAFETY / SECURITY

- Ensure stores are adequately **protected** and secured.
- **Lock** all stores, cabins and fuel tanks at the end of each day.
- Ensure that all **hazardous substances** are stored in a COSHH cabinet.
- Keep all storage areas **tidy**.
- **Secure lightweight materials** to protect from wind damage or loss.



#### 4. LOCATION

- Ensure stored materials do **not obstruct** access routes or interfere with emergency escapes.
- **Soil** stockpiles to be stored away from watercourses, surface waters and drains.
- Do not store materials, plant, etc. within the **Root Protection Area** of trees.



#### 5. PRODUCT CARE

- **Segregate** goods to prevent contamination.
- Where possible, store **flammable materials** away from other items.
- Comply with manufacturing storage **instructions**.
- **Quarantine** and label unchecked / rejected or unusable items.
- For **clean water sites** - pipes and fittings should be wrapped or have 'blue shower caps' and stored off the floor.

