

1.0 STANDARD

1.1 Individual managers who have care and control of spaces used for storage are responsible for managing the spaces in such a way that they do not present health and safety hazards.

2.0 PURPOSE

2.1 This standard outlines the responsibilities of individual managers in managing spaces used for storage.

3.0 SCOPE

3.1 This standard applies at all College campuses.

4.0 DEFINITIONS

4.1 “Storage spaces” refer to rooms, or portions of rooms, that are used for the storage of equipment, supplies and materials. This includes cold storage facilities and facilities used for the storage of files and records, as well as surplus, obsolete or unusable goods.

5.0 RESPONSIBILITY

5.1 Managers responsible for storage spaces will provide written guidelines to employees, outlining what equipment, supplies, materials, files and records are permitted in their storage spaces.

5.2 In the case of files and records, the manager will specify in the guidelines, how long specific files and records are to be retained.

5.3 The manager will assign a staff member to periodically review the contents of the storage spaces for compliance with the guidelines. Such reviews must be undertaken at least annually.

5.4 The manager will follow-up with specific employees when compliance with the storage guidelines has not been achieved.

5.5 The manager will ensure that periodic clean-ups, such as Clean Sweep initiatives, are organized at regular intervals during the year.

5.6 The manager will ensure that any surplus, obsolete or unusable goods are placed in storage on a short-term basis only, and that at least annually, they are disposed of, in accordance with College Operating Practice 2-2-04, “Disposal / Trade-in of Surplus / Obsolete / Unusable Goods”.

5.7 The manager will ensure that permitted items are stored in accordance with the “Safe Storage Checklist” and the “Fire Storage Checklist”.

STORAGE CHECKLIST

GOAL: to eliminate the potential of injury associated with ergonomic and safety hazards in storage facilities

Objective: to identify sound storage guidelines that result in the:

- reduction of ergonomic hazards associated with lifting, carrying, pushing, pulling, reaching, crouching, twisting, etc.
- reduction of safety hazards, associated with falling/sliding objects, slip/trip/fall hazards, and reduced access to egress and fire safety equipment

Guidelines

General: Items, such as boxes, are stored so that they will not tip, collapse or fall. Loose items that are not placed on racks, shelves or in cabinets, must be physically prevented from tipping or falling. Items must be placed so that they can be removed or withdrawn without affecting the stability of adjacent items.

Items must be placed so that individuals handling the items can maintain safe, neutral postures while working (eg. no twisting or bending of trunk; no extended reaches with medium or heavy weights, etc.). Items must be placed so that it is not necessary to climb over, under or through stored items to access other items.

Storage Containers: Storage containers must be selected with consideration for the contents of the containers. For example, if the container is not sufficiently rigid, the container may collapse and/or tip with the weight of the contents of the container. Similarly, if containers are stacked on top of each other, the weight of their contents may cause containers at the bottom of the stack to collapse, destabilizing the entire stack.

Cylindrical Items: When stored on their sides, cylindrical items must be chocked or wedged to prevent motion.

Shelving: The amount of items stored on a shelf must not exceed its load capacity (ie. not 'overloaded'). (A sagging shelf indicates that the load-bearing capacity of the shelf has been compromised.)

When placing items on shelves, consideration should be given to the manner in which the items will be handled: manually (ie. by an individual, or by a team), or mechanically (eg. with pallet jacks; forklifts, etc.). For manual handling undertaken by a single individual, heavy items (30 - 40 lb.) should be stored at approximately waist height (~33 inches), and to a maximum shelf depth of 24 inches. Lighter items (10 - 15 lb.) can be stored up to 68 inches above the floor, but to a maximum shelf depth of 12 inches. Items of medium weight (15 - 30 lb.) may be stored at floor or lower shelf level, to a maximum shelf depth of 18 in.

Cabinets / Filing Cabinets / Bookcases: These units should be secured to walls.

STORAGE CHECKLIST, Continued:

- ❑ **Aisles/Corridors:** Aisles and corridors should be readily identifiable, and clear of encumbrances. Look out for items stored in aisles, or encroaching onto aisleways. Aisleways should be of sufficient width to allow unencumbered passage of people and equipment (eg. carts, trolleys, pallet jacks, etc.); the width must be sufficient to allow people to bend, stoop or crouch to access and remove items, where necessary (eg. on lower adjacent shelves, etc.).
- ❑ **Doors/ Exit Doors:** Access to doors, especially exit doors, must be kept free and clear of obstructions. (The door must be able to swing open without contacting any stored items.)
- ❑ **Stairwells/Stairs:** No items are to be stored in open stairwells. Items are not to be stored on stairs.
- ❑ **Chemical Storage:** Chemicals, in particular flammable and combustible liquids, must not be stored in College storerooms. This includes paints, varnishes, cleaning chemicals, etc.
- ❑ **Sprinklered Spaces:** In areas with sprinklers, stored items must not obstruct or affect the operation of the sprinklers (i.e. not stored within 18 inches of sprinklers).
- ❑ **Fire Extinguishers / Pull Stations:** No items are to be stored within 1 meter of either fire extinguishers or pull stations. In addition, access to the fire extinguishers and pull stations must be unimpeded.
- ❑ **Electrical & Mechanical Rooms:** No items are to be stored within 1 meter of electrical panels. Combustible materials are not to be stored in electrical & mechanical rooms. Materials unrelated to the operation of equipment in the electrical or mechanical rooms may not be stored in these spaces.

References

- ❑ **Industrial Regulations, made under the Occupational Health & Safety Act:** refer to "[Premises](#)" and "[Material Handling](#)"
- ❑ **Fire Code, made under the Fire Protection and Prevention Act.**
- ❑ **Canadian Centre for Occupational Health & Safety (www.ccohs.ca):** refer to "Workplace Housekeeping: Basic Guide" at: <http://www.ccohs.ca/oshanswers/hsprograms/house.html>)

Fire Safety Checklist

The following items were recently noted on fire inspections of College buildings. Please review your own workspaces for violations.

Storage Issues

It is critical that items in storage be reviewed regularly to determine whether they are required. If they are not required, they should be either declared surplus, or disposed of, as applicable.

This also applies to deadfiles: regularly cull and dispose of materials that are stale-dated, or otherwise no longer required. Alternatively, save records in electronic format. For essential documents, consider storage in fire-safe storage cabinets.

If the items are required, store them appropriately (eg. in cabinets, storage units, shelves, department or school storage rooms, etc.).

If the items are not related to the operation of your department, report the storage violation to Facilities Services at 6261.

- Combustible storage is not permitted in stairwells, corridors, entranceways and areas adjacent to elevators.**
- Exits, and access to exits, must be free of obstructions.**
- Access to fire extinguishers, fire extinguisher cabinets and pull stations must be free of obstructions: minimum one meter radius.**
- No storage is permitted in electrical or mechanical rooms.**
- Reduce the amount of combustible material in storage.**

