

# Best Practices for Optimizing Warehouse Safety

## INTRODUCTION

- A safe, orderly, efficient warehouse is a key to a successful operation. The warehouse plays an essential role in the way goods are sent, received, stored, and circulated throughout the facility. With so much going on and so much to keep track of, a warehouse may also have more potential for accidents than areas with more limited functions. So, it's especially important to pay close attention to safety in the warehouse.
- In this training course on Best Practices for Optimizing Warehouse Safety, we're going to review some of the potential warehouse hazards and ways we reduce risks. There are so many areas to cover that we can't cover every single detail on each one. The purpose of this safety course is to get you to look at the warehouse with safety in mind—so that you'll always be alert to the hazards and always do what's necessary to prevent accidents.

The content of this training course covers various aspects of safety in warehouses including:

- Safety around Forklifts and High Traffic Areas
- Safe Storage Practices
- Fire Safety Principles
- Working at Heights
- General Principles of Risk Management
- Responding to Incidents
- Duties of Employers and Employees
- Safe Working Systems
- Recognizing Hazards in the Warehouse
- The Types of Dangers in Warehousing
- Racking Systems and the Hazards
- Safe Working Loads
- Reporting Incidents and Accidents
- Recognizing Chemical Awareness Labelling
- Legislative Compliance
- Warehouse Safety Awareness Skills
- Accident Awareness & Prevention
- Basic Risk Assessment Principles
- Improved Operational Health & Safety

## OBJECTIVES

- Duties of employers and employees
- Safe working Systems
- Recognising hazards in the warehouse
- The types of dangers in warehousing
- Racking systems and the hazards
- Safe Working Loads
- Reporting incidents and accidents
- Recognising Chemical Awareness labelling
- The importance of safe working practices

## TRAINING METHODOLOGY

- Participants to this training seminar will receive a thorough training on the subjects covered by the seminar outline with the instructor utilizing a variety of proven adult learning teaching and facilitation techniques. Seminar methodology includes:
  - (30%) Based on Case Studies
  - (30%) Techniques
  - (30%) Role Play
  - (10%) Concept
- Pre-test and Post-test
- Variety of Learning Methods
  - Lectures
  - Case Studies and Self-Questionnaires
  - Group Work
  - Discussion
  - Presentation
- This training course will combine presentations with instructor-guided interactive discussions between participants relating to their individual interests. Practical exercises, video material and case studies aiming at stimulating these discussions and providing maximum benefit to the participants will support the formal presentation sessions.

## ORGANISATIONAL IMPACT

- Effectively managing hazards in the warehouse and supply chain industries has wide-reaching benefits for all stakeholders, including the employees, contractors, and the public. Effective implementation and knowledge of risks and hazards helps prevent injury, loss of life, and property and environmental damage.

This training course will assist you to understand how to keep your workers safe in a warehouse environment so you can feel confident that you are:

- Protecting your employees and capital investment
- Storing and shipping products in accordance with service level agreements
- Reducing the risks of damaged products and equipment

- Managing your supply chain effectively
- Meeting legislated standards

## **PERSONAL IMPACT**

- Participants will be able to apply skills learnt from this training at a practical level to identify and implement safe storage and handling procedures for warehouse environments and implement continual improvement measures.
- Increasing career flexibility with new skills and knowledge
- Competent to carry out risk assessments of hazardous material and handling
- Able to select and implementing appropriate risk treatment controls
- Developing safer operational situations by sharing best practice examples
- Practicing risk planning for a safer work environment

## **WHO SHOULD ATTEND?**

This training course is suitable to a wide range of professionals but will greatly benefit:

- Joint Health and Safety Committee Members
- Managers
- Health and Safety Representatives
- Supervisors and Lead Hands
- Maintenance Staff
- Others responsible for health and safety in the workplace

## **Course Outline**

### **Introduction to Understanding Warehouse Safety**

- Introductions and Course Outline
- Effective Application of UAE Regulations
- 5 Most Dangerous Safety Perceptions
- Warehouse Safety: Understanding
- Why Health and Safety is Important?
- Healthy Workplaces (Avenues of Influence)
- Internal Responsibility System (IRS)

### **Roles and Responsibilities**

- The Duties of the Employer
- The Duties of the Employee
- Related OHS Legislation and Duties (employer, supervisor, worker)
- Hazard Categories (Physical, Chemical, Biological, MSD, Psychosocial, Safety)
- Contact with Machinery

- Racking, Lift Trucks, Conveyors, Manual Material Handling, Housekeeping
- RACE: Dealing with Hazards in the Workplace

## Forklifts and Operations

- First Aid Basics
- Fire Extinguisher Training Basics
- Slips, Trips and Falls
- Warehouse Dock Safety
- Working in an Enclosed Environment
- The Importance of Communication in Warehouse Safety
- Cold Storage Hazard Awareness
- Dealing with Vehicles External and Internal
- Fire Dangers in a Warehouse

## Emergency Plans and Evacuation

- PPE
- The Importance of Communication in Warehouse Safety
- Materials Handling
- Hand, Wrist, Finger
- Importance of Correct Manual Handling Techniques
- The Basic Chemical Hazards
- The Importance of Safe Loading and Unloading

## Understanding Hazards and Controls

- Workplace Hazards Reviewed
- Understanding Hazards
- Implementing Hazard Controls
- Warehouse Safety Review
- Risk Assessment Basics