

Organizing storage areas

An organized storage area makes for a safer lift. Organize materials on a storage shelf keeping lighter weight, non-bulky objects stored toward the top and the heavier items toward the bottom. Plan out where you place materials on the shelves so that more frequently used items are placed in the safest lifting zone area between your knees and your shoulders. Another reason for placing items on storage racks is the added benefit of protection against flood damage, particularly in basement and ground floor storage areas.

Ensure that shelves are secured to the floor or wall to prevent them from tipping over. Don't

overload shelves beyond their rated capacity. If you are using older or homemade shelving units and are uncertain of the rated capacity, contact a building contractor or visit a home center or hardware store to obtain more information. Many home centers and hardware stores are staffed with knowledgeable individuals who can easily provide this information. Once the rating information is obtained, churches are encouraged to stencil this information on the storage racks or shelves.

Keep aisles clear of storage items and ensure that floor surfaces are clean and free of trip hazards.

Sample material handling task checklist

No.	Yes	No	Question
1			Has the lifting of excessive weights been minimized at the church?
2			Have mechanical devices such as carts, dollies, furniture floor sliders and lifting straps been provided for those who are lifting materials?
3			Have workers and volunteers been trained in correct lifting and handling techniques before work assignments?
4			Do training techniques require holding the load close to the body?
5			Have the distances the object is being moved been minimized?
6			Have reaches below knee level been minimized?
7			Have reaches above shoulder level been minimized?
8			Have extended reaches been minimized? (Recommended reach distances from the standing position are 16 to 18 inches; recommended reach distances from the sitting position are 14 to 16 inches.)
9			Do the workers twist at the waist during lifts?
10			Is help available for heavy or awkward lifts?
11			Have pushing and pulling forces been minimized?
12			Has repetition been addressed using job rotation?
13			Has repetition been addressed using rest breaks?
14			Is the standing/walking surface level, clean, dry and wide enough?
15			Are materials used easily grasped and stable?
16			Do materials and parts have handholds?
17			Does the employee have sufficient room to maneuver at the workstation?
18			Is there a preventive maintenance program for material handling equipment?