

# Safe Work Procedure

## General storage of consumables and crockery

### HAZARDS:

Operational Injury, back/shoulder strain and sprain. Cuts / lacerations

### PURPOSE:

General safe storage of consumables and crockery

### PROCEDURE:

#### Consumables

- Minimum and maximum consumable stock holding levels of consumables are identified from usage patterns according to site requirements
- Consumable stock holding levels are required to be checked regularly and stock is reordered to maintain required levels.
- Ensure consumable storage area is easily accessible and free of hazards
- Consumable stocks are to be issued on a first-in first-out basis
- Consumable stocks which are stored on ground should not be stacked above the shoulder level
- Consumable stocks should not be stored in shelves which are above the shoulder level
- Mechanical aids (trolleys, pallet jacks) should be used to transport consumable stocks and correct manual handling techniques to be followed when loading and unloading consumables to the trolleys.
- Ensure to report to the Supervisor or Client Relationship Manager, if consumable storage area does not have adequate lighting and ventilation

#### Crockery (Plates and Glasses)

- Ensure the storage area provided is sufficient to store the ceramic plates / dishes
- Store daily plates / dishes within easy reach on lower shelves in the cabinets.
- Place large heavier plates / dishes on the bottom shelf
- Place smaller / lighter items on the top shelf
- Ensure the plates / dishes are not stacked too high creating a hazard to the users
- Ensure glasses are stored separately and securely and do not keep glasses on top of another glass
- If the storage area is not sufficient, please seek advice from your Supervisor or Client Relationship Manager

**NOTE: Pay attention at all times to complete tasks safely**

### ENVIROMENTAL:

- Once you have carried out your cleaning duties where applicable switch off lights.