



PENNSYLVANIA LUMBERMENS MUTUAL
INSURANCE COMPANY

YARD AND RETAIL OPERATIONS

MANUAL MATERIAL HANDLING

WALKING SURFACES

-- Yard Surface

- Repair potholes and cracks and smooth unlevel surfaces.
- Remove cut banding immediately and pick up loose banding.
- Arrange stock in orderly manner.
- Discard scrap lumber, paper wrappings, and other debris in an appropriate container.

-- Building floors and lofts

- Repair loose or damaged flooring and floor covering.
- Keep walkways and aisles free of stock storage or protruding stock.
- Clean up spills.
- Pick up loose items and refuse immediately.

STAIRS

- Build stairs with uniform tread and riser size.
- Install standard stairway handrails on stairs/steps over 4 risers in height.
- Keep stock off stairs/steps.
- Pick up discarded refuse and clean up spills immediately.
- Repair or replace all broken steps and railings.

STORAGE LOFTS

- Elevated storage platforms should be constructed to withstand the weight of storage and employees.
- Post floor loads on the loft and do not exceed posted floor loads.
- Equip lofts with 42" high guardrails with midrails and toeboards.
- Install fixed-place permanent stairs to access regularly used lofts (avoid the use of portable ladders or mobile stairs).
- Clearly mark and protect low clearances.

LADDERS

- Portable ladders should be commercially manufactured (avoid using homemade types).
- Keep all ladders in good condition and repair. Take defective ladders out of service immediately and repair or replace before using.
- Train employees in correct ladder use. Enforce rules for safe ladder use.

LIGHTING

- Sufficient lighting should be provided in areas where employees handle and carry material.