

SfL230

Maintain warehousing and storage shelving and racking systems - HP8P 04



Overview

What this standard is about

This standard is about the safe management of warehousing and storage shelving and racking systems. It covers the regular risk assessment and maintenance of shelving and racking systems. The standard also covers using specialist equipment for safe maintenance of shelving and racking systems.

Who this standard is for

This standard is for people who can carry out risk assessments and maintenance with limited responsibility and under specialist supervision only; it does not cover the initial specification, design and erection of warehousing shelving and racking systems.

The standard is relevant to warehouse operatives and staff who work both as individuals and in teams.

SfL230

Maintain warehousing and storage shelving and racking systems HP8P 04

Performance criteria

- You must be able to:*
- P1 confirm tasks, priorities and responsibilities clearly and accurately with colleagues and/or the person setting them
 - P2 perform work tasks in ways that are consistent with good practice in your organisation
 - P3 maintain your **personal appearance, equipment and machinery**, and the work area in accordance with the organisation's requirements
 - P4 report clearly, accurately and promptly to the relevant person the circumstances that prevent achievement of the required quality standards
 - P5 identify any hazards associated with **shelving and racking systems** and carry out a **risk assessment**
 - P6 obtain and prepare **equipment and machinery** suitable for the maintenance procedure
 - P7 comply with organisational procedures and all relevant **legal, safety and operating requirements** relating to maintenance of **shelving and racking systems**
 - P8 make sure the **shelving and racking systems** are correctly prepared for safe maintenance
 - P9 identify the need for advice and assistance and refer the matter to the appropriate member of staff
 - P10 maintain **shelving and racking systems** in accordance with the manufacturers requirements
 - P11 record **risk assessment** and maintenance procedures accurately, in line with health and safety and organisational requirements

SfL230

Maintain warehousing and storage shelving and racking systems - HP8P 04

Knowledge and understanding

You need to know and understand:

- K1 requirements for special clothing, PPE, standards of **personal appearance** and the reasons for these
- K2 the main relevant **legal, safety and operating requirements** for the **risk assessment** and maintenance of **shelving and racking systems** within warehousing and storage
- K3 the circumstances that may prevent you meeting the relevant quality standards and what action should be taken
- K4 the methods used to carry out **risk assessment** and maintenance of **shelving and racking systems**
- K5 how to carry out **risk assessments** in relation to **shelving and racking systems** and the types of maintenance you are required to carry out
- K6 the health and safety requirements that govern the use of **shelving and racking** and the **equipment and machinery** in your area of responsibility
- K7 the main hazards associated with using the **equipment and machinery** in your area of responsibility
- K8 the manufacturer's instructions, legal and regulatory requirements for the operation of **equipment and machinery** in your area of responsibility
- K9 the types of problems that may occur with **shelving and racking systems** and the equipment and machinery in your area of responsibility and how to deal with each of these correctly
- K10 how to maintain **shelving and racking systems** and the possible consequences of not maintaining such systems
- K11 the levels of responsibility in relation to the maintenance of **shelving and racking systems, equipment and machinery** and who to go to for advice, safe and suitable methods of storing tools, **equipment and machinery**

SfL230

Maintain warehousing and storage shelving and racking systems - HP8P 04

Additional Information

Glossary

Personal appearance : PPE, special clothing, branded work-wear

Legal, safety and operating requirements: safety regulations, codes of practice, load restrictions, working time derived, transport regulations

Equipment and machinery: on-powered tools and equipment, hand-held powered tools, lifts, cranes, PPE

Shelving and racking systems: specialist warehousing storage shelving, racks, storage cages, including manual and automated warehousing and storage systems

Risk assessment: a careful examination of what in your work place could cause harm to people, so you can weigh up whether you have taken enough precautions or should do more to prevent harm

SfL230

Maintain warehousing and storage shelving and racking systems - HP8P 04

| | |
|---------------------------------|---|
| Developed by | Skills for Logistics |
| Version number | 1 |
| Date approved | February 2013 |
| Indicative review date | February 2016 |
| Validity | Current |
| Status | Original |
| Originating organisation | Skills for Logistics |
| Original URN | SfL230 |
| Relevant occupations | Warehousing and Distribution; Storage and Retail; General; |
| Suite | Warehousing and storage |
| Key words | Specialist; warehousing; storage; racking; shelving; maintaining; |
