

**EMPLOYEE TRAINING RECORD**

**TRAINING TITLE**      **Materials Storage - General Safety Tips**

- KEY TEACHING POINTS**
- Keep all exits clear and well marked.
  - Keep storage areas neat and organized to avoid accidents.
  - Keep stored materials well clear of sprinkler heads, electrical panels, and emergency equipment.
  - Mark storage area with lines on the walls or shelf supports to indicate maximum height and load limits.
  - Store the heaviest items nearest the floor.
  - Obtain information about safe use and safe handling of containers from the manufacturer.
  - Do not pile materials in an unstable or cluttered manner.
  - Do not store hazardous materials with general storage. Store hazardous materials by chemical compatibility.
  - Do not obstruct fire hoses and extinguishers, emergency showers and eye washes, or spill clean-up materials and equipment.
  - Do not exceed the load rating of floors, racks or shelving units.
  - Hard hats should be worn when working overhead. Wear safety shoes when working with stored materials.

**TEST**

QUESTION	ANSWERS	
	TRUE	FALSE
1. Wear safety boots when working with stored materials.		
2. Keep items properly stored and aisles and walkways clear.		
3. Store heavier items about waist height.		
4. Mark storage areas with load limits.		
5. Store all chemicals in the same area so that they are easily identified.		

<b>EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
<b>INSTRUCTOR'S NAME</b>	<b>INSTRUCTOR'S SIGNATURE</b>	<b>DATE</b>

1. True 2. True 3. False 4. True 5. False