

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Materials Storage - Racks**

KEY TEACHING POINTS

- Racks are used to store long items or items which tend to roll.
- A horizontal rack can be either single-sided along a wall, or double-sided "A" frame, or a heavy frame with rollers. The support arms on "A" frames and front loading racks should slop towards the back and have upturned ends to prevent materials from rolling off.
- Vertical racks are used for shorter materials. The racks generally have dividers or pegs to prevent sideways motion and restraints (chains) to hold the material in place.
- Ensure the rack is designed for the planned load.
- Ensure the rack is firmly anchored to prevent movement and braced to prevent tipping.
- Inspect racks regularly for signs of damage or weakness. Weld joint checks should be done by a qualified person.
- Load with even weight on both sides to maintain stability.
- Do not overload a rack or load it above the level of the stops.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. Racks are used to store long items or items which tend to roll.		
2. Ensure the rack is designed for the planned load.		
3. Load racks on one side only.		
4. Inspection of rack welds should be done by a qualified person.		
5. Load racks about one foot above the stops.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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