

EMPLOYEE TRAINING RECORD

TRAINING TITLE **Materials Storage - Shelves and Bays**

KEY TEACHING POINTS

- Shelves are general purpose storage areas for loose items and small packages.
- Bays are generally shelf units consisting of upright cross bracing and horizontal supports. They are designed to hold specific sized pallets or rigid containers.
- Forklifts are generally used to transfer materials to and from bays.
- Ensure units are designed for the loads planned.
- Ensure units are properly anchored for stability.
- Provide lips on shelves where small items or hazardous materials are stored. Make sure they are on all shelves that are above head height.
- Place heavy materials on lower shelves where they can be easily reached.
- Do not overload shelves
- Do not use shelves and the top shelves as "catch-all" bays.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. Make sure that the shelves and bays are capable of handling loads.		
2. Place heavy materials on lower shelves where they can be easily reached.		
3. Use top shelves as "catch-all" bays.		
4. Ensure shelves and bays are properly anchored for stability.		
5. Do not put lips on shelves because things can catch on them and make it easier to fall.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

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