







## Selective Storage Rack Structures Safe Loading & Unloading Practices

	<p>Improper use of the rack structure can cause serious injury or death.</p>		<p>Do not overload. Follow the weight restrictions (capacity) provided by the Engineer.</p>
	<p>Do not modify (alter) the structure.</p>		<p>Immediately report all damage to a supervisor manager.</p>
	<p>Do not climb. Not for human occupancy.</p>		<p>Contact RACKsteel if you have any questions or in doubt.</p>

### BEFORE USE

1. The rack structure must be inspected by the owner at a pre-determined frequency by a competent person with documented records retained and available for viewing by WorksafeBC upon request. See *BC OHS Regulation G4.43.1*.
2. Do not use the structure if its capacity rating is unknown.
3. Do not use the structure if the system has been altered (modified) versus the engineered drawings.
4. Do not use the structure if there are signs of damage, questionable repairs, or missing parts.
  - a. If the rack structure is stable, immediately unload the product, and put the structure out of service, and contact RACKsteel.
  - b. If the rack structure is unstable, do not unload the product. Clear and block the area from entry and contact RACKsteel or a professional engineer.

### GENERAL USE

1. The rack structure is designed for use in typical warehouse environments by well-trained material handling equipment operators who can handle stable pallet loads (See *CSA B355 – Safety Standard for Lift Trucks*).
2. Product loads to be stored on the rack structure should be secured against movement while handled. Pallets must be in good condition with adequate bottom boards. Wraps, bands, ties, or other means of restraint may be used to keep the load sufficiently stable during storage and retrieval operations.
3. The user should ensure that storage at the ground level does not prohibit access to any exits or main aisles and that all egress travel is maintained as per applicable fire and building code requirements. Ensure adequate levels of lighting are provided and aisles are clear of all materials and debris.

4. Do not use the racking on wet floors that can cause the lift equipment to skid or swerve.
5. Avoid all contact between the rack structure by lift equipment or product being lifted. Impact loads on the rack structure, however small, can cause damage rendering the structure unsafe, cause uncontrolled movement resulting in serious injury or death.

### SAFE LOADING STEPS

1. First confirm the product (load) is within the safe operating range in size and weight for the rack structure it will be placed on.
2. Confirm the lift equipment is capable and appropriate to lift the product.
3. Ensure the load is not too small as to slip between the racking nor too large as to overhang excessively.
4. With the lift equipment, transport the product at a safe height (i.e. at a low elevation) and only raise the product when it is ready to be placed on the rack structure.
5. Lift the load to a height just above the desired elevation.
6. Approach the rack structure with the load as square/perpendicular to the structure as possible.
7. Lift trucks with tiltable masts should have the mast near vertical and the product surface is level with the racking surface before the product is driven into the structure and subsequently lowered onto the beams.
8. Confirm clearances all around load are sufficient.
9. Use a spotter (second set of eyes) when in doubt.
10. Move load into position and lower load onto racking surface.
11. Before backing out, confirm load is supported, and the forks can exit the pallet clearly.
12. Back out if safe to do so with the forks as square/perpendicular to the racking as possible.

### SAFE UNLOADING STEPS

1. Confirm the lift equipment is capable and appropriate to lift the product (load).
2. Lift trucks with tiltable masts should have the mast near vertical and the forks level with the product surface (i.e. pallet) before approaching the rack structure.
3. Lift the forks to an elevation that permits clean entry into the pallet keeping in mind the forks are tapered.
4. Approach the rack structure with the load as square/perpendicular to the racking as possible.
5. Use a spotter (second set of eyes) when in doubt.
6. Lift the product gently until it will sufficiently clear the rack beams. At the operator's discretion, the backward tilt may be used, but not until after the load is lifted.
7. Before backing out, confirm load is supported and your path is clear behind you.
8. Back out with the forks as square/perpendicular to the racking as possible.
9. Once backed out, stop, and lower the load to a safe height before transporting it.