

Storage areas should be designed with ergonomic principles in mind. The checklist below provides some general storage guidelines. Contact your loss control representative with any questions or concerns for your workplace. Items where the answer is “yes” will help keep work in the **Safe Work Zones** pictured below. Any answer of “no” needs to be addressed.

Storage Checklist	Yes	No
Are heavy items (more than 25-30 pounds) stored at waist height?		
Are heavy items (more than 25-30 pounds) at or above 15 inches from the floor?		
Are lighter items (less than 10 pounds) stored at ≤15 inches or > chest height from floor?		
Are only very lightweight items (<10-12 pounds) stored higher than six feet?		
Have you ensured items aren't stored directly on the floor?		
Have you ensured barriers or obstacles don't prevent employees from getting close to the item they're lifting?		
Are pallet jacks or carts available to assist in moving heavy items distances >15 feet?		
Are the wheels on the pallet jack or cart in good condition and roll smoothly?		
Are step stools available to retrieve items from high shelves? Note: All step stools should have an appropriate duty rating, non-slip surface, and slip-resistant feet. They should also sit level on the floor and should allow users to reach items without stretching or going on tippy toes.		
Are frequently used items within arm's length (≤20 inches from the body)?		
Do deep storage units have gravity-fed shelves or similar design to automatically bring the product closer to the person picking? (Shelves that have a tilt to them to ensure product is always at the front of the shelving unit, eliminating excessive reach.)		
Is there lighting that allows employees to clearly see items and potential hazards?		
Are items weighing more than 25 pounds clearly labeled with exact weight or “heavy” designation?		
Are aisles wide enough to allow employees to walk with equipment (e.g., pallet jacks, carts, etc.) and bend when retrieving items without awkward postures?		



All frequently used items should remain in the best and preferred work zones. Keeping items close to the body helps reduce the chance of injury.

