

BEST PRACTICES FOR HANDLING CHEP PALLETS

This poster contains essential information for staff training including guidelines that are vital to the safe handling of pallets either by hand or when using mechanized equipment such as fork lift trucks or pallet jacks.

These safe-handling guidelines will help reduce unnecessary product damage and ensure a safe working environment.



48x40 Block

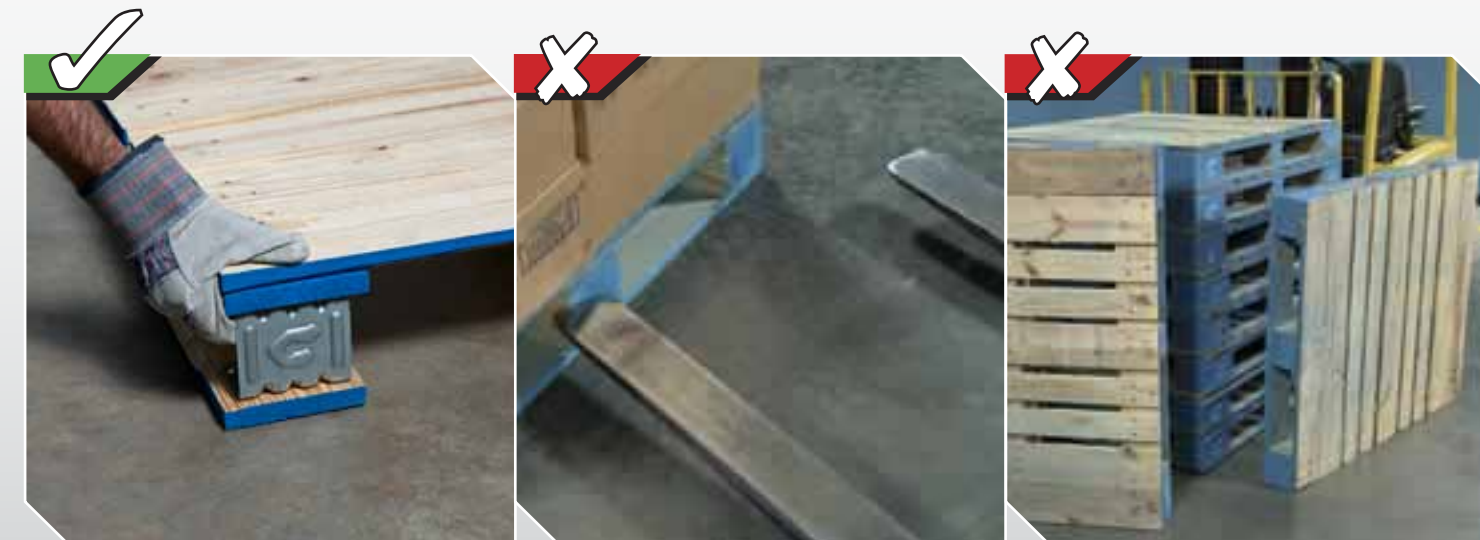


24x40 Half



1.0 GENERAL GUIDELINES:

- **Heavy-duty gloves and approved boots with steel toes and hard soles are recommended when moving pallets by hand**
- No loose or torn clothing should be worn
- Never handle pallets roughly – Avoid dropping pallets
- Store pallets in designated areas
- **Avoid bumping into pallets if they are in your way**
- Store pallets in a controlled stack
- Avoid using pallets for purposes which they are not intended
- Do not skid pallets along the ground, empty or loaded onto another pallet
- A load on a damaged pallet should be re-stacked
- Do not load pallets beyond capacity
- **Avoid storing pallets on their side**
- Hard hats may be appropriate in certain work environments – Consult your Health and Safety Officer
- Lower pallet load gently
- Do not contaminate pallets
- If a pallet becomes contaminated, consult your Health & Safety Officer for special instructions
- When securing loads on a truck, position straps across blocks to avoid cracking the top deck boards when straps are tightened



2.0 WHAT TO DO WITH DAMAGED PALLETS:

- Always remove and set aside all damaged or contaminated pallets in a safe area
- Use caution when stacking damaged pallets
- **Avoid placing damaged pallets at the bottom of the pallet stack**
- Do not repair damaged pallets, return them to CHEP per the terms of your contract
- Do not use damaged pallets



3.0 MOVING PALLETS BY HAND:

3.1 LIFTING PALLETS BY HAND

- **Whenever possible, use two people to lift or move a pallet**
- Place pallet flat
- **Squat at knees and keep the natural curve of the back**
- Stand as close to the pallet as possible
- **Ensure you have a safe firm grip of the pallet with both hands**
- Use your legs to carry the weight
- Maintain control of the pallet's weight
- Never lift more than your own capability

3.2 STACKING PALLETS BY HAND

- **Never manually stack pallets more than shoulder height**
- Always stack squarely and straight
- Always keep control of the weight when lifting a pallet from the stack



4.0 SAFE PALLET STACKING:

- Do not mix different pallet types in the same stack
- Always stack pallets on a level surface
- When stacking make sure the bottom pallet provides a level surface for stacking
- Use caution when double stacking as some shrink wrap may "pillow" creating an uneven or unsteady surface for stacking.
- Stack pallets carefully to ensure a stable column
- **Use extreme caution when transporting stacks of pallets**
- Ensure that pallet stacks are stable prior to transporting with a forklift



5.0 LOADING THE PALLET WITH PRODUCT:

- Ensure that the pallet is structurally sound and in a good working condition prior to using or loading the pallet
- Distribute weight on the pallet evenly and uniformly
- **Avoid overloading the pallet at one end**
- **Avoid causing the product to hang over the edge of the pallet**
- Use extra caution when mixing different size containers per pallet load
- Do not overload the pallet*
- **Secure the pallet with shrink wrap, banding, corner boards, or other suitable method**



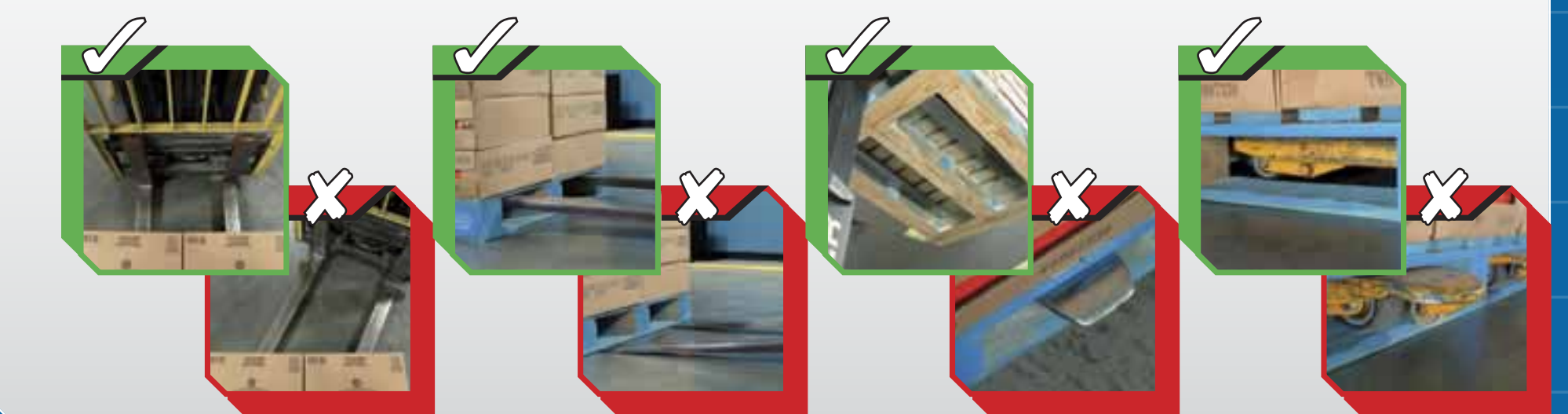
6.0 MOVING PALLETS WITH FORK LIFTS AND PALLET JACKS:

6.1 BEFORE YOU BEGIN - ALWAYS:

- Check the load capacity of your equipment prior to lifting
- Inspect lifting equipment and pallet prior to use to ensure that they are in good working order
- Avoid moving loose, unstable loads
- CHEP Half Pallet not suitable for clamping trucks or those that lift with clamping jaws.

6.2 ENTERING THE PALLET:

- **Square up on the center of the load - Never enter the pallet from an angle**
- **Keep forks horizontal – tilted forks can damage the pallet and the product**
- Set the width of the forks to be as wide as possible to ensure load stability
- Ensure forks tines are the correct length for the pallet you are lifting*
- When engaging, and disengaging a load, ensure forks are at correct height to avoid damaging product or the pallet
- **Ensure forks are inserted completely into the pallet before lifting. If forks are longer than the pallet being used, make sure forks do not protrude past the back edge of the pallet. This can cause damage to product and pallets out of view**
- Enter the pallet slowly. Do not enter a pallet load 'on the run'
- Don't "bulldoze," or push pallets across a concrete floor
- **When using pallet jacks, make sure the wheels are clear of the pallet bottom deck board before lifting**
- Avoid lifting or pushing the pallet with the tips of the forks, as this damages components and weakens the structure
- Lift the load carefully and smoothly
- Forks must be lowered when traveling
- When making turns with plastic pallets, slow down to a near halt, then proceed slowly through turn



7.0 RACKING PALLETS:

7.1 PALLET SAFETY

- Never place multi-stacked loads within racking systems
- Never use damaged pallets in a racking system
- **Always approach pallets squarely – not at an angle or when turning**
- Ensure the racking system is compatible with the pallet you are using
- Be sure to know how to load pallets into the racking system in your facility
- Not all pallets are rackable in both directions, be sure to rack the pallet correctly*
- **Ensure the pallet is evenly and safely positioned in the rack**
- **Withdraw forks completely before lowering or turning the position of the fork lift**
- When inputting or removing pallets from racks, tilt back forks appropriately to ensure safe handling
- Raise and lower loads carefully and smoothly

7.2 BEAM SAFETY

- **Always ensure the pallets are correctly supported**
- Double check the beams are in line with the pallet

7.3 DRIVE-IN RACKING

- Pallets must rest evenly on the beams because they are supported on the outside edges
- Never push a pallet in – Always position it carefully

7.4 PUSH BACK RACKING

- Place pallet on the runners carefully, making sure the pallet is centered on the rack, and push it back slowly



8.0 CONVEYOR CAPABILITY:

- The CHEP Half pallet does not have a full perimeter, verify that it is compatible with your conveyor systems



Disclaimer: This publication is intended to be an introduction to the subject of safe pallet handling and should be used for guidance only. If you are in any doubt about specific safe pallet handling practices in your own work environment, please refer to your 'Health and Safety Officer'. CHEP shall not be held liable for any loss or damage arising out of the use of this publication or otherwise.