

Material Handling and Storage Pre-Task Plan Card

Safety Priority: _____

Date: _____ Shift: _____

Project: _____ Project No. _____

Foreman's Name (Print): _____

Task & Location: _____

Identify Hazards Daily (Check all that apply)

- Plan for delivery/removal/storage of materials
- Outside storage areas coordinated with Owner/General Contractor
- Personnel protected from vehicle traffic during loading/unloading
- Reasonable access to/from temporary storage areas available
- Oxygen/fuel gas cylinder storage separated by 20 ft
- Flammable gases/liquids NOT stored inside unventilated containers
- Pallets/cribbing available to stack/block materials to prevent movement
- Properly sized hoisting equipment/rigging available for materials
- Pallet jacks, portable hoists, hand trucks, etc. available for heavy items
- Racks in work areas for conduit, uni-strut, wire spools, etc.
- Sturdy shelves available/used for storing tools, boxes, fittings, etc.
- Store heavier items between mid-thigh and chest height on shelves
- Ramps placed to move carts, hand trucks, etc. over uneven floors
- Hoists/ropes available to raise/lower small loads/tools
- Nosebags available for raising/lowering tools/small parts
- Trash receptacles provided in/near work areas
- Fire extinguishers near flammable gas/liquid storage areas
- Adequate illumination provided in storage areas
- Housekeeping (aisles open, slip/trip hazards abated, etc.)
- Other _____
- Other _____
- Other _____

Precautions for Material Handling (Check all that apply)

- Appropriate Clothing
- Eye Protection
- Gloves
- Hard Hats
- Foot Protection
- Use ramps to move carts/lifts over uneven floors
- Break down large loads into several smaller loads
- Don't carry materials/tools up/down ladders
- Use tag lines to control suspended loads
- Warm Up/Stretch Out
- Proper lifting technique
- Buddy system – Get help
- Avoid awkward positions
- Use mechanical lifts

