

TBT0000	EMPLOYEE DUTIES		
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Introduction
Unsafe stacking can cause injuries as a result of collapse, or when materials have to be collected from stacks. In contrast, safe stacking not only reduces risk, but also enhances site efficiency.
Main Points
• Only stack materials in designated areas ensuring that escape routes, doorways etc, are not obstructed. • Stack on level, firm surfaces, use packing where appropriate, and NEVER stack materials higher than three times the base width. • Make sure you wear suitable protective clothing such as gloves and safety boots, e.g. sharp edges or heavier loads and use handling accessories as appropriate. • Consider in what order materials will be unloaded from a stack and then load it accordingly. • Stack close to work area to reduce amount of handling. • If material is being lowered by machine, keep hands clear of load. • Use machinery where possible eliminating the need for manual handling. Where manual handling is unavoidable, carry out an assessment. • Stack small pipes in racks, whilst large diameter pipes must be securely chocked at the base. • DO NOT stack pipes in pyramids – they are not sufficiently stable. • Large concrete rings must be laid flat so they cannot roll. • Small sized timbers should be stacked in racks. • Bearers should be used for larger timbers and joists – use cross packing to keep level. • Where possible keep different length timbers in different stacks. • Large prefabricated panels should be stacked flat or in suitable racks – they should never be leant against temporary structures, parts of buildings, or where the wind could affect them. • Store bricks/blocks/palletted materials on level surfaces and ensure heights are controlled - only stack two packs high, and place upper stacks squarely on lower stacks. • If banding is damaged or materials are displaced then do not stack other materials on top - where necessary make lower stacks safe. • Check how high each type of material can be safely stacked – follow guidance if marked on boxes– do not exceed shelf loading limits. • Store flammable materials away from sources of heat such as lights, heaters or areas where hot work is taking place. • Only use steps to gain access to higher shelves or stacks of materials. • Only use lifting equipment or forklift trucks if you are trained and authorised to do so. • Discard broken or damaged pallets or stillages. DON'T FIND YOURSELF UNDERNEATH AN UNSAFE STACK!

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