

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 51 – Selection & Monitoring of Warehouses

1. PURPOSE

This procedure defines requirements for the selection and management of the transport and storage of goods. The procedure covers all transport and storage providers regardless of the form of contractual relationship and the length of time for which they will be used. It defines the requirements to ensure that any contractors working for and on behalf of the company are aligned with the company's OHS&R requirements.

This procedure also defines requirements for the design, manufacture, repair, modification, registration, periodic examination, use and taking out of service of Storage Racking.

2. MANDATORY REQUIREMENTS

1. A General Manager shall be responsible for implementing this procedure.
2. Where company assets are required to be transported or stored by a third party contractor, the General Manager (or their appointed nominee), shall undertake a risk assessment of the Contract Company's transport and storage capabilities.
3. The risk assessment shall ensure that the Company's transport and or storage service providers have the technical capability to safely deliver the required services and that the facilities and/or personnel are appropriately licensed and authorised.
4. The risk assessment shall take into consideration evidence of their past OHS&R performance and commitment to OHS&R management.
5. Transport and/or storage contracts/agreements shall specifically include a clear definition of the services to be provided and relevant matters relating to management of safety and health issues (e.g. policies, procedure and work method statements), including, but not limited to :
 - the OHS&R measures that will be applied throughout the process (including emergency plans if the Contractor is involved in a vehicular accident and fire / emergency systems and procedures at the storage facility);
 - the type of OHS&R incidents that are to be reported to the QSCU General Manager and the process to be used for investigating incidents and implementing corrective actions; and
 - the standard required of the physical assets (eg facility, vehicles etc.), including any licensing/registration requirements, and the maintenance program that will be put in place.
6. Contracted transport and storage service providers shall be appropriately monitored and assessed/audited throughout the life of the contract, commensurate with the risks identified in the risk assessment covering the task and services concerned.

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7. Prior to purchasing, leasing or hiring any standard or proprietary storage racking, the specifications on such a purchase, lease or hire agreement for such standard or proprietary storage racking shall be approved by a Company nominated Responsible Mechanical Engineer (or other expert person) to ensure compliance with the relevant legislative requirements for design, testing, registration etc.
8. A risk identification and assessment shall be conducted on any standard or proprietary storage racking by the relevant Manager, and the Company nominated Responsible Mechanical Engineer (or other expert person) with persons who are to use the storage racking to ensure that all identified hazards are eliminated or effectively controlled prior to its use for the first time. i.e. consideration shall be given to, but not limited to the following:
 - Storage Racking should only be used for the purposes for which it was designed.
 - Consideration should be given to the way materials are stored onto the racking to ensure the appropriate distribution of loads and to minimise the heavy materials being stored at the higher locations.
 - Storage Racking that is exposed to damage by moving plant should be suitably protected.
 - Loads stored on the racking should be within the safe working limits at all times.
 - The type of materials to be stored on the storage racking e.g. flammable / combustible materials and or separation of relevant materials.
 - Access to frequently used and or heavy, awkward items.
 - The location of electrical and or overhead structures.
 - The Responsible Mechanical Engineer should be consulted whenever the deflection of support beams appears to be excessive.
 - All operators who add and remove materials from Storage Racking should be trained in the correct practices and understand the limits imposed by Safe Working Loads.
 - Emergency procedures should be developed to address relevant scenarios.
9. Hazard identification, risk assessments and risk control documentation shall be obtained from the designers or suppliers of all new storage racking in accordance with the "national standard for plant" or the equivalent local state regulations.
10. Pallets used for storing equipment and materials on the Storage Racking will be in good condition and immediately taken out of service for either repair or disposal if they are damaged.
11. The design of purpose for storage racking and any proposed modifications to storage racking shall be reviewed and approved by a Company nominated Responsible Mechanical Engineer (or other expert person).
12. Test certificates and other appropriate documentation shall be obtained for hired storage racking. The Company nominated Responsible Mechanical Engineer (or other expert person) will ensure that the equipment, systems and methods of

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working of the hire company are consistent with the requirements of this procedure and comply fully with legislation.

13. All company storage racking shall be marked with its safe working load and shall be listed in a register.
14. An inspection system and maintenance schedule shall be developed for all storage racking. The next due inspection date shall be marked/coded on the storage racking or its inspection status shall be otherwise made readily identifiable to users.
15. In the event of damage to any storage racking, the equipment shall be inspected by the Company nominated Responsible Mechanical Engineer (or other expert person) and where necessary taken out of service until repairs are completed.
16. Any piece of storage racking known or suspected to have been overloaded shall be withdrawn from service and shall be thoroughly examined and retested by the Company nominated Responsible Mechanical Engineer (or other expert person) before being returned to use.
17. Repairs to Storage Racking shall be controlled to ensure:
 - the equipment integrity is maintained,
 - where load bearing components are repaired or replaced, the equipment is appropriately retested and certified,
 - unapproved changes are not made to the equipment.
18. Worn or damaged storage racking which cannot or will not be repaired shall be destroyed.
19. Records relating to the design, manufacture, purchase, testing, examination, repair and modification and any incidents involving company owned storage racking shall be retained.
20. Any warehouse that is used to store company assets shall be designed, constructed and operated to prevent, or failing that, to contain possible fires.
21. A warehouse shall be well equipped for initial fire fighting measures. i.e. fire extinguishers, fire hoses and possibly sprinkler coverage dependant on the risk to life or material damage.
22. Exterior lighting shall be in place where persons are expected to work in dark conditions e.g. at night.
23. A “No Smoking” policy shall be applied throughout any warehouse.

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24. Personnel shall be familiar with emergency evacuation procedures, particularly evacuation routes and these shall be practised on a regular basis.
25. OHS&R training records shall be retained indefinitely.
26. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

- A. INSPECTION AND REPLACEMENT OF ADJUSTABLE STORAGE RACKING CHECKLIST