

# **SSM 80 - HEALTH AND SAFETY IN WAREHOUSING & TRANSPORT**

## *INTRODUCTION*

This course is an intensive three-day course, for those who want to understand and implement the essential tools for managing warehousing and stores in a health and safety environment operation. Participants are shown how to evaluate procedures and make the needed changes to methods to improve health and safety, handling of material and customer service. This will occur simultaneously with resource reductions, eliminating wasteful costs, avoiding internal problems which hinder full performance, thus obtaining added value for money and increased security.

This course is aimed for personnel with overall responsibility for the operation of warehouse and distribution centre activities.

## *WHO SHOULD ATTEND?*

- Personnel who are new to managing warehouses or stores
- Non-warehouse personnel who need to gain awareness of health and safety in warehouses
- Warehouse and Distribution Supervisors/Managers

## *PERSONAL IMPACT*

- How to analyse a warehouse from different aspects and issues
- How to identify and handle different material of different categories
- How to select and maintain equipment
- How to conduct safe operations
- How to make improvements
- A framework for continual improvement
- Best in class practices

## *COURSE CONTENTS*

### **Part 1: Introducing the Role of the Warehouse Supervisor**

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When examining all the operations undertaken, the balance has to be found between maximizing space usage whilst minimizing the time taken to carry out the operations. This involves looking at:

- Receiving options
- Storage options
- Picking/assembly options
- Dispatching options
- Using the floor and the height space
- Organizing for flow

### **Part 2a: Methods and Equipment**

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Here we specifically look at the lifting, storing and moving equipment available for specific layout options, including:

- Warehouse structures
- Loading bays
- Selecting fork lift trucks
- Selecting racking
- Implications for warehouse layouts
- Operational timings and planning

### **Part 2b: Health, Safety & Security**

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Warehouses are potentially dangerous areas in which to work, and an overview of the appropriate legalization will be looked at, including:

- Duty of care
- Inspections and risk assessments-task analysis
- Equipment maintenance and care
- Recognizing health and safety risks
- Raising people's awareness

## Part 3: Service levels

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As Warehouses are a link in the total process of customer satisfaction, this session will therefore look at:

- Internal and external customers
- The three key customer service measures
- Customer service sampling
- Effects of substandard service
- Minimizing errors to be able to operate safely and satisfying clients.