

SSM 61: Materials Handling in the Modern Warehouse

Introduction

This course helps participants learn the importance of safety regarding materials handling, storage, usage, and disposal. Working in a warehouse requires workers to handle, move, use and dispose of the building materials utilized. Improper, inadequate or unsafe handling of materials causes injuries and even death in many cases. Handling materials safely should be a primary goal of every worker in the warehouse.

Personal Impact

Participants will be able to:

- Discuss materials storing and housekeeping safe practices
- Inspect rigging equipment for defects and damage
- Identify basic crane safety, use and inspection requirements
- Explain basic conveyor use, hazards and safety
- Discuss basic forklift operations, safe practices and training requirements
- Dispose of waste material in a safe manner

Course Outline

Warehousing

- Purpose of Warehousing
- What does Warehouse Provide?
- Warehouse Economics contribution
- Positioning of Warehouse in Supply Chain
- Various activities that take place in a typical Warehouse
- Main Function of Warehouse
- Objective of Warehouse
- Warehouse Size and Capacity
- Principal of Warehousing Layout
- Dock Planning and Design
- Strategies for Successful Warehousing

Principal of Material Handling

- The 20 Principal of Material Handling
- Material Handling Activity
- Material Handling equipment (MHEs)
- Categories of Material Handling equipment
- Use of Mobile Equipment
- Types of Handling Equipment
- Operator Training
- Lift Truck Start-up Checklist
- Adding Value with Material Handling
- Role of Packaging
- Unitization and its benefits

Receiving Function

- Why receiving function is so important
- Receiving Process
- Receiving of Good and Information Flow
- Receiving paperwork control
- Stocking and Locating Materials
- Stocking Support Systems

Concept of Warehouse Management System (WMS)

- Computerized and Manual WMS
- Benefits

Identify and Development performance Standard

- Performance standards
- Establishing Standards

Industrial Health and Safety

- Liability of Unsafe Workplace
- Health & Safety Committee
- Workplace Safety Audit
- Assessing Specific Hazards

Important Check Lists

- Material Handling and Warehouse Audit Sheet/ Check List
- Material Handling Check List