



CELCOM TIMUR (SABAH) SDN. BHD.

SAFE WORK PROCEDURES
Material Handling and Storage
DOCUMENT NO. : CTSSB-OSHMP/SWP-13

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1.0 GOVERNING POLICY

This procedure is made under the CTSSB's Occupational Safety and Health Policy.

2.0 PURPOSE

The purpose of this procedure is to outline the Safe Work Practice for safe handling and storage of materials.

3.0 SCOPE

This procedure shall apply to all CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas.

4.0 REFERENCES

- i. OSH Act 1994
- ii. FMA 1967
- iii. OHSAS 18001:2007
- iv. DOSH Guidelines – " Hazard Identification, Risk Assessment and Risk Control'
- v. CTSSB's OSH Management Plan : Part Four : Responsibility, Authority & Accountability
- vi. CTSSB's Safe Work Procedure: Hazard Identification, Risk Assessment & Risk Control : **CTSSB - OSHMP/SWP – 01**
- vii. CTSSB's Safe Work Procedure: Workplace Inspection for OSH Compliance **CTSSB - OSHMP/SWP – 02**

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5.0 RESPONSIBILITY, AUTHORITY AND ACCOUNTABILITY

i. Manager of Human Resources and Administration

- Responsible for the overall implementation of this procedure including its periodic review.

ii. Head of Department (HOD) / Officer in-charge (OIC)

- The HOD / OIC are fully responsible for ensuring the implementation of this procedure and transmittal of the safety information to their subordinate.
- HOD / OIC or designated person shall ensure the implementation of this safe work procedure by instruct or train the new employee or contractor at any workplace under their control.
- Conduct workplace inspections to ensure all the CTSSB's employees and other interested parties at all CTSSB's premises and associated work areas that identified have potential high risk shall implement this Permit to Work System.
- To ensure the records of Permit to Work record are properly kept and easy to retrieve.

iii. All Employees (Including Contractor)

- To comply with this procedures at all time while at workplace owned or under the control of the CTSSB.
- To follow with instructions and/or to give full cooperation to the management or any officer this has been given an authority in order to ensure the implementation of this procedure.
- Each employee shall be held responsible for performing all work in a safe manner so that injuries to that person and to others will be avoided.
- An employee shall notify his employer or supervisor before attempting any work which, in the employee's opinion, appears hazardous above and beyond normal operating conditions.
- An employee shall report all injuries to his employer or supervisor without delay, regardless of the nature of the injury.
- Good housekeeping of all work areas and equipment shall be practiced.

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6.0 TERMS AND DEFINITIONS

- i. **Over a distance**
 - means something is being transported further than the area it is being handled or off loaded.
- ii. **Loading area**
 - means an area where a vehicle is being loaded or offloaded.
- iii. **Handler**
 - mean an individual handling a load.
- iv. **Load**
 - mean an item, or items being handled using either manual or mechanical methods.
- v. **Material Handling**
 - mean movement of a load using either manual methods or mechanical methods.
- vi. **Mechanical Device**
 - mean a hand-truck or cart, a powered industrial truck, a crane or a hoist, a freight elevator, or a conveyor.
- vii. **Mechanical Methods**
 - mean the movement of loads utilizing a mechanical device.
- viii. **Powered Industrial Truck**
 - mean a fork truck, a tractor, a platform lift truck, a motorized hand truck, or any other specialized industrial truck powered by an electric motor or an internal combustion engine.

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7.0 DETAILS PROCEDURE

i. Materials Preparation

Plan each move of material carefully. Ensure personnel, materials and equipment is safe from unexpected movement such as falling, slipping, rolling, tipping, blowing, or other uncontrolled motion

ii. Stability Control and Precautions

- Consult a supervisor if unsure about handling material.
- Use lifelines as required.
- Protect the area and personnel below.
- Clean up all grease and oil spills immediately using an absorbent.
- Chock all material and equipment (such as pipe, drums, tanks, reels, trailers and wagons) as necessary to prevent rolling.
- When working at heights, secure tools, equipment and wrenches against falling. Do not store materials or tools on girt, ducts, lighting fixtures, beam flanges, hung ceilings, or similar elevated locations.

iii. Manual Methods

• Lifting a Load

- a. The most basic rule of lifting is to use your head - first. Think things through before you start.
- b. Examine the object to decide where and how to hold it. Check for oil, grease, moisture and sharp edges.
- c. Clear your intended path of obstructions and trip hazards.
- d. Know where and how you will let the object down.
- e. Consider the size, weight and shape of objects before lifting.
- f. Get help if you have any doubts about lifting an object; never try to lift beyond your capability.
- g. Stand close to the object. Have firm footing.
- h. Squat down - straddle the load somewhat.
- i. Keep your back straight; bend your knees.
- j. Grasp the object firmly; be sure your grip won't slip.
- k. Lift with your legs - slowly straighten them; after your legs are straight, bring your back to the vertical position.
- l. Hold the object firmly and close to your body.
- m. Lift smoothly and avoid jerky motions
- n. Turn with your feet instead of twisting your back.
- o. When lowering load, undertake lifting sequence outlined above in reverse order.

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- **Carrying a Load**

- Before lifting a load, check the entire path of travel to ensure that the path is free of obstructions and that the footing is solid. Movable obstacles should be cleared from your path of travel and locations of immovable obstacles should be noted.
- If carrying a load will obstruct your view of the path of travel, mechanical methods should be used instead. If mechanical methods are not feasible, obtain assistance from another individual in order to guide you, and to ensure that the path of travel is clear.
- While carrying a load, hold it firmly and as close to your body as possible
- Do not twist your body when carrying a load. If you need to change your direction of travel then change the position of your feet.

- **Lowering a Load**

- Face the spot you have chosen to lower the load.
- Lower the load by bending at your knees, keeping your back straight.
- Keep your fingers away from the bottom of the load as you set it down.

- **Moving a Load**

- When transporting a load from one location from another, use a cart. It is always preferable to push rather than pull because pushing is less stressful, since the weight of the body is used and a more neutral posture can be maintained. Wear appropriate footwear to provide traction and prevent slippage. Aisles should be at least 4' wide.

iv. **Mechanical Methods**

- Whenever practical, mechanical methods of material handling shall be chosen over manual methods.
- Mechanical devices used for material handling shall be inspected in accordance with applicable specifications. Any deficiencies shall be reported to the Supervisor. The mechanical device shall not be used until the deficiencies are corrected.
- Modifications and additions that affect capacity and safe operation of any mechanical device shall not be performed without the manufacturer's prior written approval.
- The weight of the load being lifted or carried shall not exceed the stated load capacity of the mechanical device being used.
- A load, or separate items of a load (e.g. boxes, bags, etc.) shall be prevented from moving during handling, if necessary. Methods to prevent movement include but are not limited to use of plastic wrap or straps.
- Hand-trucks and carts shall be pushed rather than pulled.

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- Only one hand-truck or cart shall be pushed at any one time.
- The height of a load shall not obstruct the handler's view of the direction of travel.
- If the handler is using a hand-truck or hand-cart, and their view of the direction of travel is obstructed, they shall do either of the following:
 - a. Divide the load into two or more smaller loads, if possible, such that the height of each load does not obstruct the handler's view of the direction of travel, or
 - b. Obtain assistance from another individual for purposes of guiding them, and to ensure that the path of travel is clear.
- A handler using a powered industrial truck may drive in whichever direction (forward or reverse) that provides the best visibility of the direction of travel.
- In areas where mechanical methods are used to handle material such as loading docks and designated material handling routes, clearance signs shall be provided to warn of vertical clearance limits.
- Aisles and passageways shall be kept free from obstructions, and floor surfaces of aisles and passageways shall be kept in good repair.
- Permanent aisles and passageways shall be appropriately marked.
- Dock boards and bridge plates shall be properly secured to prevent their movement while being utilized.

ix. Packing And Unpacking Material

- Hand protection shall be worn when handling, packing or unpacking loads with rough edges or surfaces.
- Eye protection shall be worn when strapping and unstrapping materials and/or containers.
- Be aware of sharp corners, edges and staples when packing or unpacking material.
- Use cutting tools that are specifically designed for safe cutting, such as strap cutters.
- When using a utility knife, cut in a direction away from your body

x. Loading and Unloading of Trucks

Goods that are being handled in loading areas and are being placed temporarily in this area should be handled as follows:

- When the load is suspended and being moved off of or onto the vehicle, the operator will ensure that personnel are clear of any danger areas where material may fall.

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- When loading/unloading unsecured loads into or out of vehicles a three-walled pallet may be used as means of temporarily securing the load. Later the load may need to be secured for further transport.

xi. Storage

- Storage of material shall not create a hazard. Bags, containers, bundles, etc. stored in tiers shall be stacked, blocked, interlocked and limited in height so that they are stable and secure against falling, sliding or collapse.
- Bagged material shall be stacked by stepping back the layers and cross keying the bags at least every ten layers.
- Material that cannot be stacked safely due to size, shape or fragility shall be stored on shelves or in bins.
- Pipes and bars shall not be stored in racks that face the main aisles, which could create a hazard to passers-by when supplies are being removed.
- Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire or explosion.
- All stored material shall be a distance of 18 inches below ceilings, suspended ceilings, or sprinkler heads.
- Boxed material shall be banded or held in place using crossies or shrink wrap.
- Employees shall use a step ladder or step stool to reach loads that are located above the height of their shoulders.
 - a. Ladders shall be visually inspected prior to use at the beginning of each workday. Any deficiencies shall be reported to the Supervisor, and the ladder shall not be used until the deficiencies are corrected.
 - b. Choose an appropriately sized ladder based on the height that needs to be reached. While on a ladder, do not lean or reach beyond the length of your extended arm.
- General Guidelines for Storage in Office Settings
 - a. Storage cabinet drawers should be interlocked such that only one drawer at a time can be opened. Storage cabinets that do not have this feature should be secured to prevent the cabinet from tipping over.
 - b. Storage cabinets should be filled beginning with the bottom drawer or bottom shelf in order to prevent the cabinet from tipping over.
 - c. The most frequently used material should be placed at the middle height of the storage cabinet.
 - d. Storage cabinets should be emptied beginning at the top drawer or top shelf in order to prevent the cabinet from tipping over.
 - e. Loose material shall be stored below shoulder height to minimize potential for loose material falling onto persons pulling stock.

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8.0 RECORD OF AMENDMENT

Version No	Approval Date	Approved by	Amendment

9.0 APPENDICES

- i. Standard Form
 - Nil.