

Storage Policy

The purpose of the Storage Policy is to protect employees from hazards associated with improper storage of materials in the workplace, and to ensure compliance with New Hampshire Department of Labor Standard 1403.54 Storage.

A. Employers Responsibilities

The employer shall provide adequate storage areas for all tools, materials, waste etc. so that their presence in the workplace does not become a hazard. He/She must also ensure that employees are informed to the correct location for storage of all materials in the workplace. Where mechanical handling equipment is used, aisles that are not clearly defined shall be marked with reflective paint or tape. Sufficient safe clearances shall be allowed for aisles at loading docks, through doorways, and whenever turns or passages are made.

B. Employee Responsibilities

The employees must keep all storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage. It is his/her responsibility to make sure that materials stored in tiers shall be stacked, blocked, interlocked, and limited in height so that they are secure against sliding or collapse. Lastly, the employees are to remove and/or control vegetation in storage areas when necessary, store flammable and combustible materials correctly, and never use stairs for storage.

From the Town of Amherst's Policy and Procedure Manual, 2009.