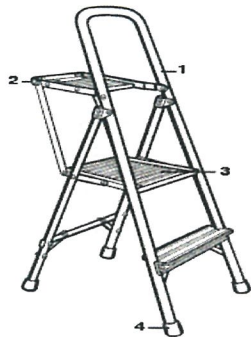




## BULLETIN – OCCUPATIONAL HEALTH & SAFETY

### General Storage

- When storing items in a mechanical room be sure not to block any of the mechanical components or air handling units as this can impede access for Facilities staff and emergency responders.
- Always maintain 1 meter of clearance in front of any electric panels or breakers.
- When replacing seldom used items such as Christmas decorations, be sure to take the time to replace the items neatly and orderly.
- **Never** stand or climb on chairs, tables, furniture or shelving or cabinets to store or access materials. A general rule of thumb for office and instructional areas is to not store or post any materials higher than what can be safely reached using a CSA approved step stool or ladder and proper ladder safety procedures. Never work off either of the top two rungs of any step ladder.



- To reduce the potential for physical injury, store large / heavy (> 10 lbs.) or awkward items on shelves between shoulder and knuckle height.
- Avoid storage within 40cm or 16" of ceiling if equipped with sprinklers or within 1 meter or 39" of ceiling if not equipped with sprinklers
- Where possible, install cabinets, bookcases and shelves secured to the wall. Avoid purchase or use of free standing bookcases higher than 5 feet high unless they can be properly secured.
- Avoid overloading shelving, if the shelf is bowing it's probably overloaded.