Stacking and storage toolbox talk

Site order · about 5 minutes · read it out, or say it in your own words

SITE OR JOB	DATE	PRESENTER

Bricks, blocks, cement bags, steel, pipes and timber arrive on site in heavy loads. A stack that leans, slides or rolls can crush a foot or a person, and material dumped anywhere blocks walkways, overloads slabs and pushes in trench walls. The Construction Regulations require a competent person to supervise stacking and storage, with proper, demarcated storage areas.

SAY THIS

Pick the right spot

Stack material only in the storage areas marked out for it. The ground must be level and firm enough to carry the weight. Never stack near the edge of a trench, under overhead power lines, against new brickwork or a temporary wall, or in a walkway, gateway or fire exit. If the marked area is full, ask the foreman before you start a new pile somewhere else.

Build stacks that stay up

Every layer in a stack should be the same size and shape. Put the heaviest items at the bottom, and check that the bottom layers can carry what goes on top. Pallets must be in good condition, not broken or rotten. Lay bags and boxes like bricks in a wall, so each layer locks the one below, and step the stack back as it gets higher.

Always take from the top

Take material only from the top layer of a stack. Pulling bricks or bags from the bottom or the side is how stacks fall on people. Do not climb a stack. If you must reach the top, use a ladder, and only if the stack is stable.

Long and round items

Steel, pipes and timber go on bearers or racks so you can get your hands and slings under them. Chock round items so they cannot roll. Keep ends out of walkways, and mark ends that stick out at head height.

Keep bags and liquids right

Keep cement and other bags dry and off the ground on pallets, and use the oldest stock first. Fuel, paint and chemicals go in their own storage area, away from heat and away from the general stacks.

Vehicles and leaning stacks

Keep stacks out of the way of the TLB, trucks and forklifts, because a knock from a machine can bring a stack down. If you see a stack leaning or starting to slide, keep everyone away and report it. It must be taken down safely straight away, not propped up and left.

CHECK ON SITE TODAY

- [ ] Is there a competent person appointed to supervise stacking and storage, and who is it?
- [ ] Are storage areas marked out, neat and not overflowing?
- [ ] Any stacks near trench edges, under power lines or in walkways or fire exits?
- [ ] Pallets sound, stacks level and nothing leaning
- [ ] Pipes and steel on bearers and chocked so they cannot roll
- [ ] Cement kept dry and flammable liquids stored separately

ASK THE CREW

- ? Where on this site is it not safe to stack material, and why?
- ? What would you do if a delivery driver wanted to drop a load in the wrong place?
- ? Which stack on site right now worries you?
- ? How should we store the next delivery of steel or pipes?

PROTECTIVE EQUIPMENT FOR THIS JOB

Safety boots · Gloves · Hard hat

THE LAW

Construction Regulations, 2014, regulation 28: Stacking and storage on construction sites; General Safety Regulations, 1986, regulation 8: Stacking of articles. What each one says, in plain words, with links: sitediary.co.za/toolbox-talks/stacking-and-storage/

Toolbox talk attendance register

TOPIC

Stacking and storing materials

DATE

SITE OR JOB

TIME

PRESENTER

COMPANY

PRESENTER SIGNATURE

By signing, I confirm that I attended this toolbox talk, that it was given in a language I understand, and that I could ask questions.

NO.	NAME AND SURNAME	COMPANY OR TRADE	SIGNATURE
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Keep this register in the site health and safety file. Log the talk in today's site diary with a photo of this page.