

| LOCATION | WRITTEN BY: | APPROVED BY: | DATE: | LAST REVISION: |
|-----------------|-------------------------------|------------------|--------------|----------------|
| Oak Park School | Lorie Carriere Kerry Laing | Safety Committee | Feb 24, 2022 | New |

| HAZARDS PRESENT | ADDITIONAL REQUIREMENTS |
|--|--|
| <ul style="list-style-type: none"> • Tipping (lopsided loading) • Pinch points • Excessively heavy/difficult to push • Wheels will buckle if lopsided loading. | <ul style="list-style-type: none"> • Review safe work procedure • Racking requires TWO people to move |

SAFE WORK PROCEDURE

PROCEDURE FOR LOADING:

1. Collapse chairs and slide them onto the chair rack.
2. Load chairs evenly, on both sides, from the bottom up.
3. Racking requires **TWO** people to move the rack as it is ~ 500-800 lbs. once loaded.

HAZARD: lopsided loading and/or overloading of the top can cause tipping and wheel buckling.

PROCEDURES FOR UNLOADING:

1. Start at the top of the rack and unload chairs evenly on both sides, working from the top to the bottom.
2. Continue to unload until the rack is empty.
3. Move rack into the storage room when not in use.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- MB. Regulations 217/2006,
 - Part 2, Section 2.1 Safe Work Procedures
- In house made racking

