

Module 8: Health, Safety & Security Compliance

Health, Safety & Security Procedures in Warehouse

A. Health Procedures

- Use of PPE (helmet, gloves, safety shoes)
- Regular medical check-ups
- Clean drinking water availability
- Proper ventilation
- Ergonomic lifting techniques

B. Safety Procedures

- Follow SOP while handling goods
- Proper stacking of shipments
- Use authorized equipment only
- Avoid overloading racks
- Maintain clear walkways

C. Security Procedures

- Restricted entry
- ID card verification
- CCTV monitoring
- Visitor log maintenance
- Secure storage of high-value goods

5S Methodology

5S is a Japanese workplace management system.

1. Sort (Seiri)

- Remove unnecessary items

2. Set in Order (Seiton)

- Arrange tools properly

3. Shine (Seiso)

- Keep workplace clean

4. Standardize (Seiketsu)

- Create standard procedures

5. Sustain (Shitsuke)

- Maintain discipline regularly

Benefits:

- Improved productivity
 - Reduced accidents
 - Better organization
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Inspection Procedure for Safe Conditions

A. Daily Inspection Checklist

- Check fire extinguishers
- Check emergency exits
- Inspect electrical wiring
- Check equipment condition
- Check lighting

B. Equipment Inspection

- Forklift brakes
- Conveyor belts
- Scanners
- Fire alarms
- First aid kits

C. Documentation

- Inspection register
 - Maintenance log
 - Corrective action report
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Unsafe Working Conditions

Examples:

- Wet floor
- Broken pallets
- Exposed wiring
- Overloaded shelves

- Poor lighting
- Improper stacking

Risks:

- Injury
 - Fire hazards
 - Damage to goods
 - Operational disruption
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Safe Handling of Hazardous Goods

A. Types of Hazardous Goods

- Chemicals
- Flammable materials
- Batteries
- Compressed gas

B. Inspection Procedure

- Check proper labeling
- Verify MSDS
- Check UN number
- Confirm packaging compliance
- Ensure segregation from normal goods

C. Storage Rules

- Separate area
 - Warning signage
 - Fire protection system
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Emergency Protocols

A. Fire Emergency

- Raise alarm
- Use fire extinguisher
- Evacuate through emergency exit
- Assemble at assembly point

B. Accident Handling

- Provide first aid
- Inform supervisor
- Record incident
- Arrange medical help

C. Security Breach

- Inform security head
- Secure area
- Document incident
- Escalate immediately

Documentation of Health, Safety & Security Violations

A. Reporting Process

1. Identify violation
2. Inform supervisor
3. Record in violation register
4. Take corrective action
5. Monitor closure

B. Report Includes:

- Date & time
- Location
- Nature of violation
- Responsible person
- Action taken

Escalation Matrix for Reporting Deviation

Escalation Levels:

- Level 1: Shift Supervisor
- Level 2: Warehouse Manager
- Level 3: Regional Operations Head
- Level 4: Corporate Safety Officer

- Level 5: Management/Compliance Committee

When to Escalate:

- Major accident
 - Repeated violations
 - Serious injury
 - Regulatory breach
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