

Picture Process Maps

Stacking and Down Stacking Procedures (AZ/MD)

REMINDERS:

- Use Personal Protective Equipment (PPE).
- Use good body mechanics to avoid back injuries.

Required Tools and Materials

- Protective gloves
- Glasses
- High visibility vest
- Shovel

BODY MECHANICS FOR: STACKING USING A SHOVEL

1. Hold the shovel properly, one hand on the grip and the other closer to the body.
2. Stand with feet shoulder-width apart.
3. Bend from the knees
4. Straighten the back and tighten the stomach muscles.
5. Lift the shovel with your legs and shoulder muscles, and scoop small so that it will not be too heavy



Stacking Procedures-Shovel

Stacking/Down Stacking Procedures PPM

STACKING USING A SHOVEL:

1. Wear protective gloves and glasses to avoid contact with potential allergens or irritants.
2. Make sure to have a shovel and place the Gaylord near the merchandise.
3. Hold the shovel properly by having one hand on the grip, the other on the handle, and closer to your body.
4. Insert the shovel into the pile, push the shovel under, and lift a moderate amount. Lift the shovel, bringing the merchandise with it.
5. Position the shovel over the Gaylord so the materials will fall directly.
6. Tilt the shovel forward, allowing the materials to slide off the scoop and into the container. Repeat the steps until all the materials have been shoveled into the Gaylord.



Stacking Procedures-Forklift

Stacking/Down Stacking Procedures PPM

UP STACKING USING A FORKLIFT WITH ROTATOR AND SCOOP ATTACHED:

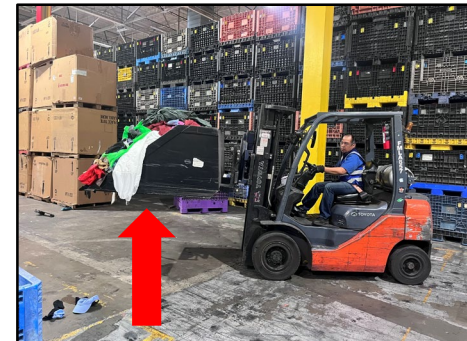
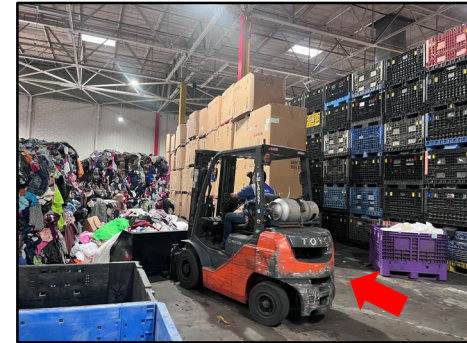
1. Put on the appropriate glasses to protect your eyes from debris from the floor.
2. Ensure that the forklift is in good working condition and that the rotator and scoop are securely attached to the forklift.
3. Inspect the materials to be lifted and ensure they are within the weight capacity of the forklift and attachments.
4. Position the forklift and the Gaylord in a safe location with enough clearance for the forklift to maneuver and operate safely.



Stacking Procedures-Forklift

Stacking/Down Stacking Procedures PPM

5. Lower the scoop attachment to the materials to be lifted, ensuring that the scoop is securely engaged.
6. Lift the scoop and materials off the floor using the forklift controls, keeping the materials stable as they are lifted.
7. Rotate the scoop attachment to the desired position for placement into the Gaylord. Lower the scoop into the Gaylord, ensuring they are securely positioned within the container.
8. Once the materials are safely positioned above the Gaylord, release the scoop and lower it to the ground.

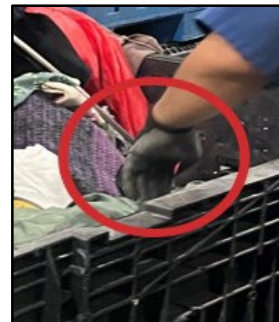


Stacking Procedures-Forklift

Stacking/Down Stacking Procedures PPM

9. Rotate the scoop back up, move the forklift away from the Gaylord, and secure the Gaylord and materials as necessary.
10. Finally, perform a safety check of the forklift and the area and complete any necessary maintenance or clean-up tasks.

Note: Remember to clean up the materials that did not make it into the Gaylord. Wear your protective glasses and gloves before touching the materials.



Down Stacking Procedures

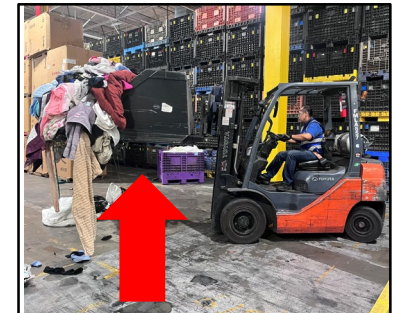
Stacking/Down Stacking Procedures PPM

Note: Inspect the forklift before use to ensure it is in good condition and that all safety features function correctly. Wear Proper PPE.

1. Make sure to clean out the designated area and ensure that the walls surrounding the area are stable.
2. Locate the materials you want to move and position the scooper before it.
3. Move forward to scoop the materials and then carefully lift the materials using the controls of the forklift.

Required Tools and Materials

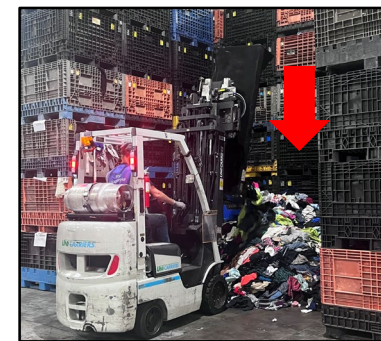
- Protective gloves
- Glasses
- High visibility vest



Down Stacking Procedures

Stacking/Down Stacking Procedures PPM

4. Once the scooper is lifted to the desired height, drive the forklift to the designated dumping area.
5. Carefully transport the materials to the designated area within the walls, positioning it towards the back of the area.
6. Tilt the scooper sideways and allow the materials to flow onto the floor, ensuring it is placed evenly towards the back of the area.



Down Stacking Procedures

Stacking/Down Stacking Procedures PPM

7. Lower the scooper and release some of the other materials, ensuring it is placed evenly and securely in the designated area.
8. Continue down-stacking, filling the designated area from the back to the front while maintaining a uniform and compact pile height.
9. Once the down-stacking process is complete, safely park the forklift and remove any unnecessary equipment from the area.

