

Technical Bulletin No: 46-2021



Title:	Depot Storage Shelving and Racking
Priority	Amber – Audit Rating: Non-Conformance-Minor
Legislation:	PUWER, HASWA
Brief Description:	This bulletin sets out the basic requirements and definitions regarding racking and shelving inspection and maintenance along with their labelling
Equipment Affected:	Racking and Shelving systems

During SafeHire audits it has been identified that there is a huge variation in how racking and shelving is defined and maintained.

Definition from SEMA – Storage Equipment Manufacturers Association:

Shelving - A series of load carrying surfaces (shelves) supported by upright frames – loaded manually

Racking - A skeleton framework of fixed or adjustable design to support loads generally without the use of shelves. The term racking is usually qualified, e.g. Pallet Racking, Tyre Racking, Drum Racking etc. Typically loaded mechanically or items picked using machinery for access

The HAE Audit Team utilise the simple definition that racking is loaded mechanically and shelving is loaded manually. HSE Document – HSG76 – Warehousing and Storage a guide to Health & Safety provides specific guidance on this topic.

Both racking and shelving are in scope of PUWER and therefore should be suitable for purpose and their condition maintained.

Key Audit Areas

Shelving: key areas raised during audit include: damage, shelf materials distorted due to contamination, poorly loaded with heavy / hazardous items on top shelf and poorly lit due to the locations general lighting or shadowing due to shelf position in relation to the light unit

It should be strong enough for the task, stable, low risk regarding manual handling and adequately lit.

Racking: key areas raised during audit include: Damage, evidence of manually accessing higher levels e.g. climbing or ladders, no SWL displayed, no evidence of racking inspection and training for that process, no protection of vulnerable areas if required, security of racking and security of the loads on the racking i.e. items not strapped to pallets or similar.

SWL / Safety Instruction labels are commonly available, and your racking supplier will be able to advise on the structures SWL. A risk managed approach is required i.e. for complex systems or where mechanical handling equipment is used around a range of racking systems then regular inspections by a Competent Person will be required. The inspection period should not exceed 12 months.

NOTE: Damaged is high risk and when damage occurs a specific risk assessment should be put into place to assess the lowest risk method to remove the load from the racking to enable the repair to be completed.

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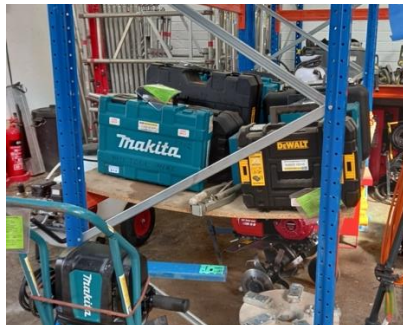
Example Racking Safety Label and SWL / Loading Diagram

Project Ref. <input type="text"/>	Zoom in <input type="text"/>	<p>MAXIMUM BEAM/SHELF LOADS ALL LOADS TO BE UNIFORMLY DISTRIBUTED</p>
	<p>PERIODIC INSPECTIONS OF THE INSTALLATION ARE TO BE CONDUCTED FOR:</p> <ul style="list-style-type: none"> • CORRECT APPLICATION AND USE FOR • LOADS WITHIN DESIGN SAFETY LIMITS • ACCIDENTAL DAMAGE, OR DISLODGE/MENT OF STRUCTURAL COMPONENTS 	
	<p>REPORT ALL DAMAGE TO INSTALLATION MANAGER</p>	
	<p>DO NOT ALTER THE STRUCTURE WITHOUT:</p> <ul style="list-style-type: none"> • VERIFYING THAT THE MODIFICATION CONFORMS WITH THE MANUFACTURER'S TECHNICAL SPECIFICATION • CONSULTING THE SUPPLIER FOR APPROVAL 	
	<p>DO NOT CLIMB ON RACKING</p>	
	<p>ENTRY OF PEDESTRIANS IS PROHIBITED DURING MATERIAL HANDLING ACTIVITY</p>	
	<p>Refer to the EN 15635: STEEL STATIC STORAGE SYSTEMS The application & Maintenance of storage equipment</p>	
	<p>If in doubt ALWAYS contact the supplier</p>	
Racking last inspected by: <input type="text"/>		<p>Signed: _____ Date: __/__/__</p> <p>Downloaded from Rackingman.co.uk Product Reference: PRNB-3</p>

Shelving – shelf material failing / bowing due to poor support

Shelving - loaded with hazardous items above head height – CoSHH?

Racking - Load not secured to pallet evidence (ladder) that manual handling used to 'guide' the load. No SWL



Recommended Actions:

- Review provision of shelving and racking and clearly identify what you have in place – If it's a shelf label it as 'manual load only' or similar
- Add an asset or fleet number for workshop equipment and schedule a 12 monthly inspection or more often if needed for racking and shelving
- For racking ensure it is risk assessed as per HSE Guidance in HSG76 - <https://www.hse.gov.uk/pubns/priced/hsg76.pdf>
- Implement additional safety measures based on assessment of your racking e.g. corner guards, floor bolts, braces and signage

Circulation:

workshops, warehouse and management team

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