

**Storage Policy**

The purpose of this policy is to protect employees from hazards associated with improper storage of materials in the workplace and to ensure compliance with NH Administrative Rules Department of Labor standards.

**Responsibilities**

The District shall:

1. Provide adequate storage areas for all tools, materials, debris etc. so that their presence in the workplace does not become a hazard.
2. Ensure that employees are informed to the correct location for storage of all materials in the workplace.
3. Where mechanical handling equipment is used, ensure the work area is set up to provide sufficient safe clearance for aisles, at loading docks, through doorways, and whenever turns or passage is made.

The Employee shall:

1. Keep all storage areas free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage.
2. Stack, block, interlock and limit in height all stored materials so that they are secure against sliding or collapse.
3. Remove and/or control vegetation in storage areas when necessary.
4. Store flammable and combustible.
5. Never use stairs for storage.

***Legal References:***

*N.H. Code of Administrative Rules, Section Lab 1403.58 Storage*

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