

POLICY AND PROCEDURES

NUMBER: 1204

SUBJECT: Material Handling

ACA STANDARDS: None

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 4/06, 11/13



I. POLICY

The St. Louis County Department of Justice Services shall provide a plan and system for the safe, secure and efficient handling of materials within the Justice Center.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services Warehouse and Food Service staff shall be responsible for the following procedures.

III. PROCEDURES

- A. Kitchen deliveries shall be handled by Food Service staff.
- B. Warehouse staff shall assist with handling kitchen deliveries when needed.
- C. Central Supply and Commissary deliveries shall be handled by the Warehouse staff.
- D. All deliveries shall be taken directly to the proper storage area. Delivered goods shall not be left on the loading dock at any time.
- E. Medical supplies shall be delivered directly to the Health Care Clinic for proper storage by the Corrections Medicine staff on duty.

- F. All open containers, boxes or packages entering the loading dock area shall be inspected for contraband by the Warehouse staff.
- G. Food Service staff shall inspect food items.
- H. Materials that may be potentially dangerous to the safety or security of the facility, such as flammable, caustic and toxic materials, shall be handled and stored in the proper storage areas as soon as possible. (See Policy #703 Control and Storage of Hazardous and Flammable and Caustic Materials)
- I. Only authorized and trained staff working on the loading dock, warehouse or kitchen shall use the equipment on the loading dock and in the warehouse.
- J. Safety Guidelines for Material Handling:
 - 1. Hand trucks, pallet jacks and carts are to be used when moving or lifting heavy or awkward items.
 - 2. Request assistance when handling heavy or awkward cartons, boxes or other containers.
 - 3. Do not block exits, aisles or electrical panels when storing materials.
 - 4. An eighteen (18) inch clearance must be maintained between overhead lights, sprinkler heads, vents or other fixtures.
 - 5. Boxes, cartons or materials with broken straps, sharp edges, protruding points or other obvious safety risks should be remedied as soon as possible.
 - 6. Do not throw, toss or drop boxes, cartons or containers. Proper handling procedures shall be adhered to at all times.