

## SAFE STORAGE PRACTICES

Because wall mounted shelving, filing cabinets and bookcases tend to support heavy loads, treat them with special care. It is strongly encouraged to assess your shelving units, filing cabinets and free-standing book cases to ensure that they are being properly used.

### Assess the Contents

- Store heavy materials on the bottom with increasingly lighter materials on the top.
- Distribute materials evenly across the width of the shelves, and vertically along the full range of the unit to prevent warping and overloading.
- Keep materials supported, however do not use heavy bookends, such as stone objects.
- Push materials to the back of the shelves. No more than 10% of an item's width should extend beyond the front edge.

### Proper Retrieval of Items

- Where possible, avoid reaching. Use a step ladder (stool) to retrieve materials above shoulder height. Stepping on shelves is unsafe and could result in detachment of the unit from the wall and causing injury.

