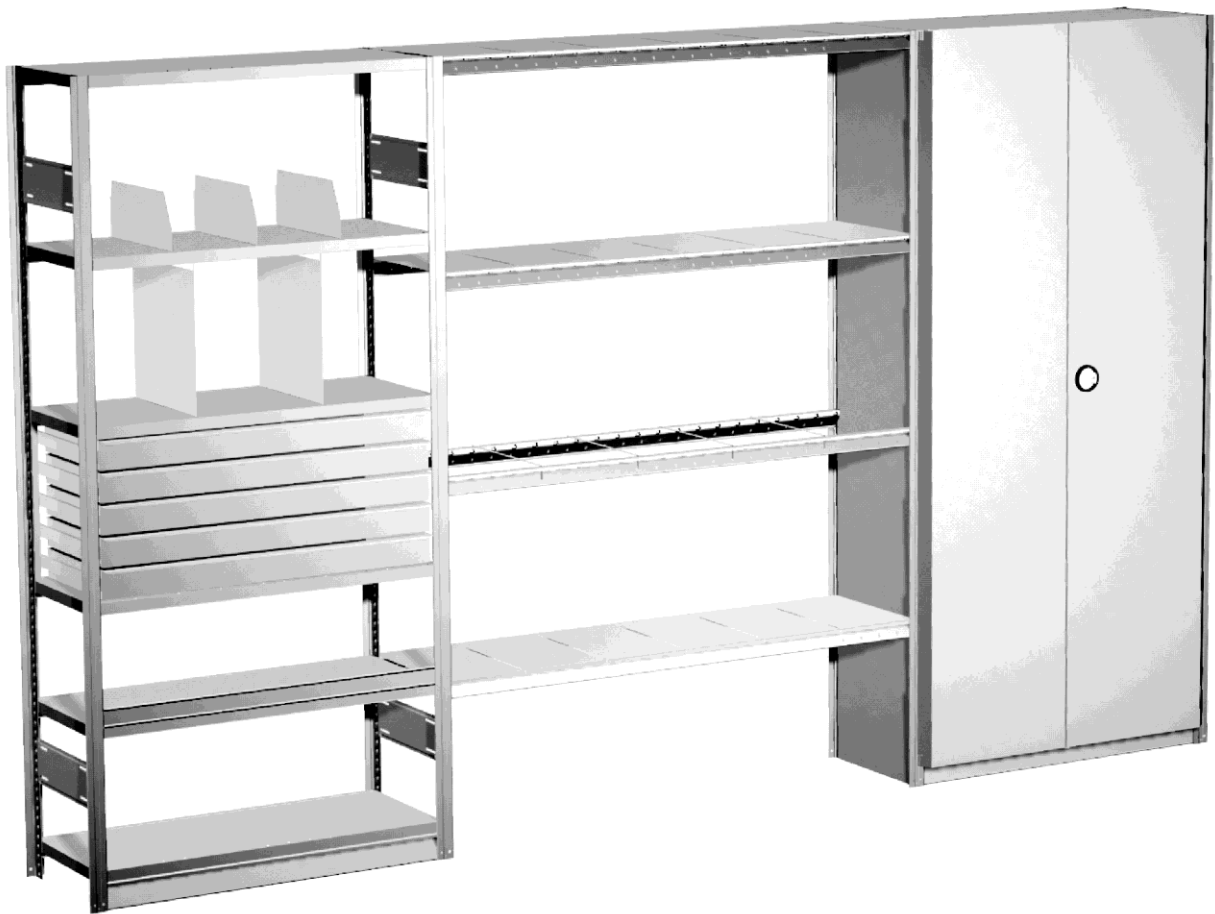




HI280 SHELVING SYSTEM

USER GUIDELINES



DEXION HI280 USER GUIDELINES

Dexion **HI280** is a member of the Dexion range of shelving products.

It is a hand loaded shelving system, where the goods being stored are placed and picked manually without the use of mechanical handling equipment. It is not a pallet racking system.

The information contained within this guide relates solely to the Dexion HI280 product, it does not necessarily relate to similar systems available from alternative sources.

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INTRODUCTION

Dexion **HI280** is a member of the Dexion range of shelving products.

HI280 is a versatile system designed to store a wide range of goods from small parts up to the larger bulky type items. The storage shelves, typically steel panels, are supported on a system of hooks, horizontal beams, and vertical frames.

Dexion recommends that personnel operating within the stores / warehouse environments are familiarised with safe working practises. Part of that familiarisation should include the use of the shelving system. These guidelines contain useful information, tips and safety advice when working with Dexion **HI280** Shelving.

HAND LOADED SHELVING SYSTEM

Dexion **HI280** is a hand loaded storage system, where the products being stored are placed onto the shelves, and then later picked from them manually. It is not a pallet racking system. Mechanical devices such as stepped trolleys, or elevating order pickers may be necessary to gain access to higher storage levels, but the actual placement of product is a manual process.

LOADING / UNLOADING THE SHELVING

When selecting product to be stored within the shelving it is important to ensure that the items are safe, stable and able to be lifted. Any packaging should be intact, with for example, box bottoms able to carry the load contained within them.

The product should where ever possible be contained within the area of the shelf, overhangs should be avoided especially where these could be hazardous to other warehouse operators. Do not block aisles, or access to emergency escape routes.

If access is required to higher storage levels, then suitable equipment should be used, such as steps. Ladders must not be leant against the shelving. Do not over stretch, or climb the shelving to gain access.



LS0115

DO NOT CLIMB THE SHELVING

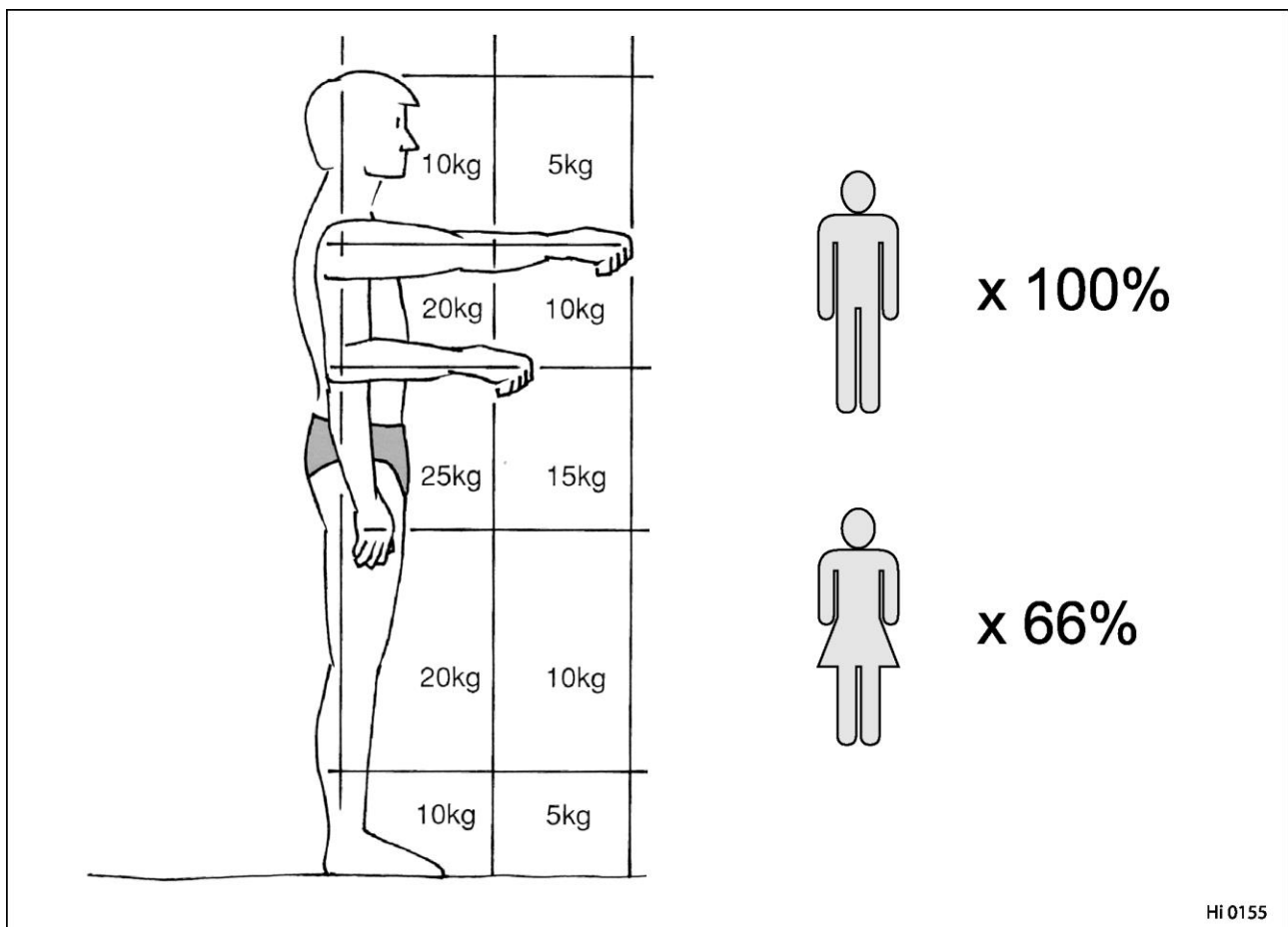
EU MANUAL HANDLING DIRECTIVE

There is an EU Directive on Manual Handling, which sets out Employers responsibility to make suitable and sufficient assessment of the risks to the safety of their Employees whilst lifting and lowering loads.

This responsibility is one that all planners and operators of warehouses need to concern themselves with.

The directive is a comprehensive document, which contains help and advice on assessing risk, together with handling suggestions.

The illustration below is an extract from that document.



The above illustration is an extract from the document.

The loads indicated are for men, the figures should be reduced by a third (34%) for women.

The document provides the above loadings as a guideline, recognising the wide range of personal capabilities, together with the diversity of handling situations, therefore suggesting where appropriate assessment is undertaken.

For further details refer to the EU Directive.

ROUTINE INSPECTIONS

The shelving system should require little or no maintenance, other than to repair possible damage through incorrect operation.

It is recommended that periodic inspections be carried out to rectify any problems that may have occurred. These should include:

Assembly Inspection

Before the shelving system is put into operation it should be inspected according to the assembly instructions. If Dexion installed the system, this inspection will have been carried out as part of the installation process.

Frequent Inspection

Check the structure for signs of damage, together with the condition of the shelving material. These checks should be encouraged as part of the daily operation of the warehouse, with any faults being reported to the warehouse management.

Periodic Inspection

At least every twelve months the system should receive an official inspection to determine it still corresponds with the assembly instructions, that all damage has been reported and that any previously reported damage has been attended to.

Re-inspection

The system should be re-inspected after any alteration or re-building has taken place.

Load Notice Checks

Ensure all load notices are still displayed prominently.

REPAIR

When repairing the system, it is important that any damaged load bearing component is replaced and not repaired. Only non-structural components may be repaired.

CLEANING THE SHELVING

Should the shelving need cleaning, either as part of a routine, or as a result of a spillage the following guidelines should be observed.

The clean should comprise of a wipe down with a damp cloth, using (if required) a mild detergent. NEVER use a hose to spray the shelving. NEVER use abrasive or caustic cleaning agents. Timber or chipboard shelving (if fitted) should not be allowed to become wet.

EXAMPLES OF DAMAGE

The following illustration shows examples of damage that could occur to the system, and that should appear within the inspection checklist.

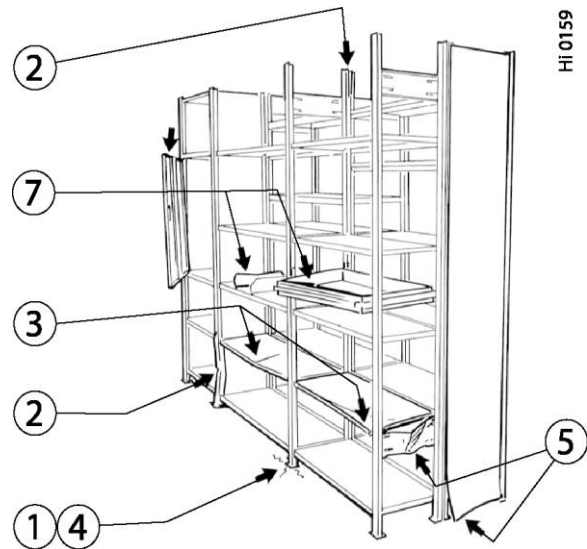


Hi 0158

INSPECTION CHECKLIST

The following page contains a suggestion of a checklist that can be used when conducting periodic inspections. It is not an exhaustive list, and indeed can be added to, to meet individual requirements.

INSPECTION CHECKLIST



HI 0159

Storage location: _____

Manufacturer / supplier: _____

Year of delivery: _____ Date last inspected: _____

	Condition of:	No defect	Action Req'd	Remarks
1.	Floor.			
2.	Uprights.			
3.	Shelf and shelf beam.			
4.	Foot plates.			
5.	Frame braces, cladding.			
6.	Load notices:			
7.	Shelving accessories			
8.	Any other notes:			

Latest date for the next inspection: _____

Inspected by: _____ Date: _____