

Warehouse .pdf



Equipment Storage & Care

Instructor -- Chris Jenkins

Division -- Seattle

Start Date -- 2025-08-05

Expiration Date -- Does not expire

Job Name -- Warehouse

Foreman -- Tobias Loeffelbein

Attendance -- Tobias Loeffelbein, Chris Jenkins, Devin Bass, Zachary Stewart

Comments:

Taking care of equipment on the job site is crucial for safety, efficiency, and cost control. Proper storage and maintenance prevent damage, theft, and deterioration. Everyone is responsible for ensuring the equipment assigned to them, or their job site, is accounted for, taken care of and secured.

Equipment Security & Storage

Chains and Locks - Are available to all job sites to secure equipment at the end of each shift. Use them!

Fall Protection Storage - Store equipment properly to prevent deterioration and damage. If fall protection gets wet due to outdoor work or rain, ensure it dries properly to avoid rusting.

Drying Equipment - Ask for rags to keep in the job box to wipe down metal components of fall protection gear after moisture exposure.

Annual Inspections - During our annual inspections, we found numerous harnesses, Self-Retracting Lifeline's, and other fall protection equipment still in use on jobsites, that were

damaged beyond repair due to rust, corrosion, and other defects. As a result, they had to be discarded. Let's extend the life of our gear, protect ourselves by not using damaged equipment, and prevent unnecessary waste by properly maintaining and storing our equipment.

Foremen & Leads - Your Responsibility.

Make sure all equipment is properly maintained and stored after use. When your crew no longer needs a specific tool or piece of equipment, return it to the warehouse promptly. This helps prevent loss and ensures that other employees and job sites have access to the equipment they need to get the job done.

Preventing Lost Equipment - Equipment is frequently misplaced or left unsecured, leading to safety hazards and unnecessary losses. To prevent this: Implement a tool and equipment "check-out" system to improve accountability and organization. Keep a list of all workers on-site, noting which equipment they are assigned for the day. At the end of each shift, verify that all items are returned, to ensure proper tracking and prevent loss or misplacement.

Lost or damaged equipment must be reported to Jake, Seth, or Brittney immediately to ensure accurate tracking, prompt replacement, and prevent further issues.

Individual Responsibility for Equipment

Taking care of equipment is not just your foreman's responsibility, it is everyone's responsibility. If you borrow a tool or piece of equipment, treat it as if it were your own. If you borrowed something from a friend, would you return it damaged or broken: Most of us would say no, and that the same mindset should be applied to all equipment at HBI.

The person using the equipment is ultimately responsible for it and must ensure it is returned at the end of the shift in the same condition it was: if not better. Proper handling and storage help extend the lifespan of our tools, prevent unnecessary costs, and keep the job site running smoothly. Everyone must do their part to maintain equipment security and integrity.

First Aid Supplies

Proper Storage - Too often, first aid supplies end up at the bottom of job boxes, making them hard to access in an emergency. First aid supplies must be stored properly AND always easily accessible!

New Solutions for Equipment Management

The Safety Department, in coordination with our warehouse team, is rolling out the Milwaukee One-Key system across all divisions to improve how we track and manage our equipment inventory. Each tool or piece of equipment will be labeled with a QR code that links directly to the One-Key app, allowing it to be assigned to a specific job site or individual. This system will provide clear visibility into what equipment we have, where it's located, and who is responsible for helping reduce lost or misplaced items and keep us better organized.

Please note - Employees and foremen will not be responsible for managing this system. All tracking and assignments will be handled exclusively by the Safety Department and warehouse staff.

The Bottom Line

Neglected equipment can deteriorate, become unsafe, and lead to injuries. Poorly maintained and

damaged tools can malfunction, causing serious harm to workers and delaying projects. Be sure to inspect all equipment prior to each use.

Lost or damaged equipment increases costs and delays. Waiting for new equipment to arrive can slow down progress and affect productivity.

Please treat company equipment as if it were your own. A well-maintained tool lasts longer and ensures everyone can do their job safely and effectively. If everyone takes ownership of the equipment they use, we can reduce waste, create a more efficient and secure job site.

Teamwork is key. A job site functions best when everyone takes responsibility for the tools and equipment they use. By working together and following these guidelines, we can ensure a safer, more efficient work environment.

Remember This!

If you need assistance creating a storage solution on your job site, please reach out to your supervisor or a member of the Safety Team. We're happy to work with you to develop a setup that keeps your equipment secure, organized, and easily accessible.