



Removing Packaging Safely

When new stock arrives, you will need to unpack, move and store stock safely. You will also need to dispose of the packaging carefully.



TOP TIPS

Safely remove stock

- Clear space around you
- Take the plastic wrapping off of stock carefully
- Use appropriate tools like pallet knives



Dispose of packaging

- Try not to obstruct paths or exits
- Don't leave packaging in the way of others
- Take the packaging and dispose of in the correct bins

Move stock safely

- Remember to read through the Manual Handling guide
- Use lifting and transportation aids
- Stack stock by date. Remember First In, First Out