

# TAKE ACTION

## Do you keep losing time, materials and workers?

How YOU can take action to effectively start managing materials and storage in your enterprise.

- USE this leaflet to help develop simple and low-cost improvements.
- EVALUATE the items on the checklist first.
- DECIDE which actions to take.
- TAKE ACTION and IMPROVE your productivity.

## What is materials storage and handling?

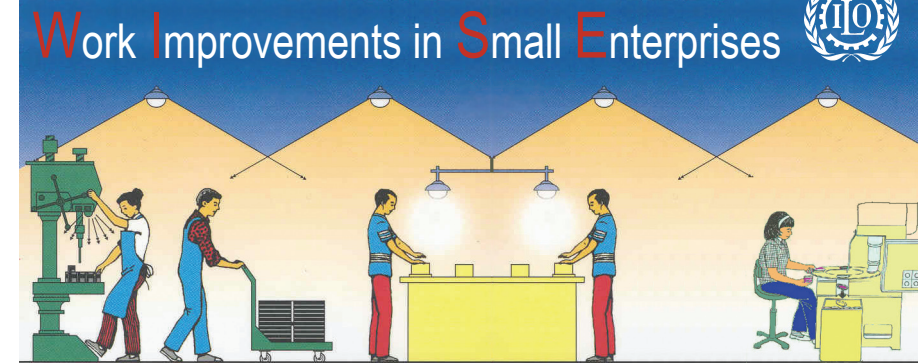
The storage and handling of raw materials, components and products is an integral part of all production processes. Done efficiently, it can ensure that work flows smoothly and helps to avoid delays and bottlenecks.

## Why improve handling of materials and storage?

- In many factories, workers spend 30% to 50% of their time handling materials and products, some of which could be spent on activities that add value.
- Most work-related injuries are handling-related, which costs you money in lost time and productivity.
- Lifting operations are a prime source of accidents, property damage and unproductive costs – young workers who generally lack experience should not operate heavy lifting equipment.
- Efficient handling of materials and storage can ensure work flows smoothly.

[www.ilo.org/wise](http://www.ilo.org/wise)

The techniques in this pamphlet are only a few amongst several others that can help to improve your work environment and lead to more productivity. WISE trainers have worked in 44 countries with small and medium enterprises on improving their businesses.

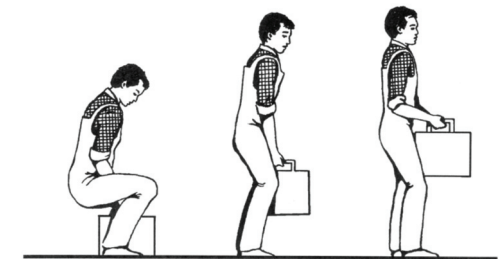


WISE ways to improve your

## MATERIALS STORAGE AND HANDLING

# 1

training  
module



it's easy

it works

it's efficient  
at low costs

with clear gains

## WISE methodology

The following ILO publications provide detailed information on the WISE methodology:

The Action Manual is designed for entrepreneurs and provides ideas for practical action.

The Trainers' Manual that accompanies the Action Manual explains how to organize and carry out the different training events to improve productivity and working conditions.

## Further information

Conditions of Work and  
Employment Programme  
(TRAVAIL)  
Social Protection Sector  
International Labour Office  
4, route des Morillons  
CH-1211 Geneva 22, Switzerland

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# CHECKLIST

**1** Clear everything out of the work area which is not in frequent use.  
Do you propose action?

No  Yes  Priority

**2** Provide convenient storage racks for tools, raw materials, parts and products.  
Do you propose action?

No  Yes  Priority

**3** Put stores, racks, workbenches, etc., on wheels for easy handling.  
Do you propose action?

No  Yes  Priority

These are just a few of the simple and practical checklist items in the WISE Action Manual.

# WISE PROPOSES

Simple methods to solve storage and handling problems

## *Better organized storage*

- Take out what you don't really need.
- Avoid placing materials on the floor.

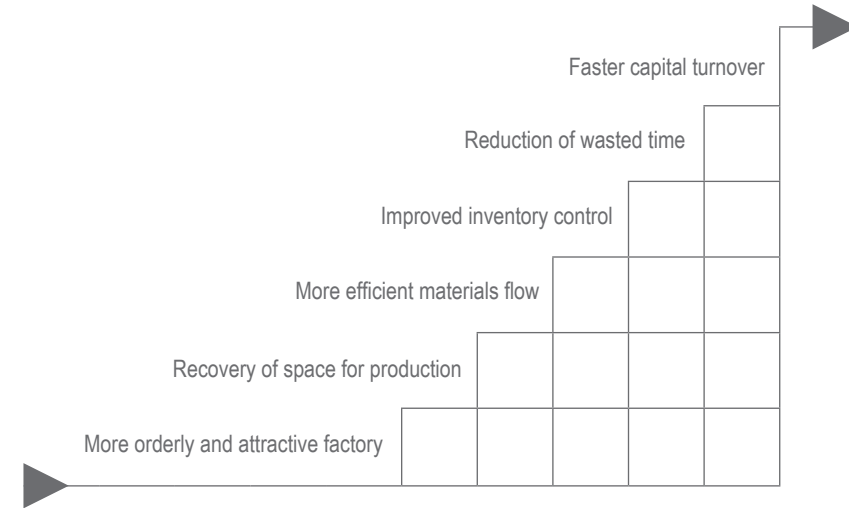
## *Fewer and shorter transport and handling operations*

- Use mobile storage.
- Place more used materials closer to the workers.

## *Fewer and more efficient heavy lifting operations*

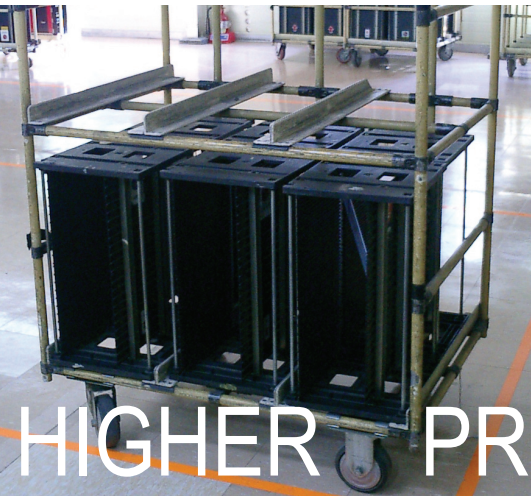
- Don't lift loads higher than necessary.
- Make lifting safer and more efficient.
- Ensure workers lift only weights appropriate for their size and strength, particularly younger workers.

# WHAT YOU GAIN



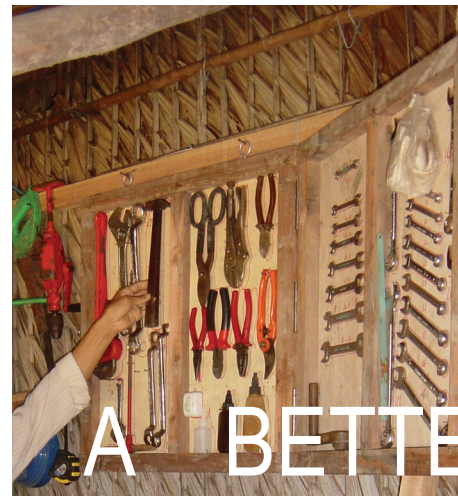
# A FEW GOOD EXAMPLES

How other companies have improved their productivity and workplace conditions using WISE suggestions



Storage racks on wheels can easily be moved from one workstation to another and customized to fit the materials used by the enterprise.

Homemade cabinets for tool storage make it easy to control inventory and to find the required tool quickly, which improves efficiency.



Multi-level storage racks keep materials organized and off the floor, which minimizes extra handling and potential damage to materials.



HIGHER PRODUCTIVITY AND A BETTER PLACE TO WORK