

Granite IMPORTS

Procedure for Moving/Loading Slabs/ Slab Safety

Following are written instructions detailing how each warehouse employee has been personally trained on how to properly handle slabs at Granite Imports.

1. Moving or loading stone slabs is always a 2 person job and should under no circumstances be attempted by one person. Both employees should be well rested, sober and free from all distractions (i.e. cell phones. Cell phones should never be used on the fork lift or while handling slabs).
2. You must have proper equipment including a forklift with the capacity to handle the weight being lifted. A properly secured boom with a functional slab clamp attached. If any parts or pieces of this required equipment are not properly operating then alert a supervisor at once.
3. The 2 person team consists of one person on the forklift (who must be forklift certified) and one person on the ground giving direction, loud and clear to the forklift operator.
4. The person on the ground will slowly and safely separate the first slab to be moved from the slab behind it using an OSHA approved Wedgee slab separator. If at any time the person on the ground has trouble or feels he cannot safely separate the first slab from the second one, he is to ask for help from the forklift operator immediately.
5. Once the slab has been separated safely from the second one, the person on the ground will direct the slab clamp to the center of the slab so the forklift can lower the clamp. Next the person on the ground will pull the red release bottom back, then the fork lift operator will slowly raise the boom (approximate. 6 to 8 inches) once there is tension on the clamp, but it's not lifting the slab off the ground, the ground person will move immediately away from the center of the slab to the outside edge away from the forklift. If the slab goes up in the air and the person on the ground sees that the slab is not being picked up evenly. In other words, if the slab is not level on the top the forklift must return the slab to the A Frame and the clamp must be moved to the center so the slab is being picked up level. This is very important and no slab should be moved unless the bottom or top edge is parallel to the ground.
6. While moving the slab the person on the ground must communicate to the operator, clearly which direction the slab needs to go. Example "up", "down", "left", "right", "in" "out", surveying the surroundings at all times for potential danger.
7. While moving a slab from one location to another the person on the ground must always be on the outside of the slab that is AWAY from the forklift and should always be an arm's length away from the slab, incase a slab were to crack or break, so the person can get out of the way immediately.

8. When setting one slab onto another, the forklift must come in low and slow as to avoid any damage to either of the two slabs. The forklift will set the slab down slowly, so it does not bang against the other slab. Once slab is in place and the person on the ground is safely out of the way, the forklift will raise the clamp and proceed away.

SPECIAL INSTRUCTION/PRECAUTIONS

* The two man team should carefully and thoroughly inspect every slab before attempting to move it. If there are any visible cracks fissures, or imperfections that would compromise the integrity of the slab and create any possible danger, the team must stop and determine the most safe way to move that slab. If you are do not feel comfortable moving a damaged slab, stop and ask a Manager or President before proceeding.

Examples: using straps instead of a clamp if it appears dangerous. Cutting mesh off the back and breaking a slab prior to moving it for safety.

REMEMBER!!

- No riding on the forklift! No passengers, driver ONLY!
- The person on the ground must never walk between the forklift and the slab. You must ALWAYS be on the outside at arm's length distance.
- In the rare instance that a slab tips over or comes free from the clamp while in the air, the ground person must move quickly out of the way as to avoid any injury. NEVER TRY TO CATCH OR SAVE THE SLAB, ALWAYS PUT YOUR SAFETY ABOVE THE SLAB!
- Granite slabs are very heavy, caution and awareness must be the top priority at all times!

I Lonnie King certify that I have read and understand Section VI. Sage Slab Handling (Marble Institute of America Technical Module/Safety in the Stone Business as well as Granite Imports procedures for moving slabs. I also certify that I have been through slab training and feel comfortable moving slabs as part of my job description. If at any time, I feel I am not safe or uncomfortable moving slabs, it is my responsibility to report to a manager for additional training.

Lonnie King 10-20-15
Employee Date

Manager/Trainer Date