

*store heavy objects  
lower down*



*Packed in  
conveniently sized units*

## Load shelving and cupboards correctly

Having enough storage space that is kept clean and tidy increases the level of security in the office.

Store heavy objects lower down. Make sure you check the loading capacity of the storage racks and make up packages that can be picked up and carried easily. Heavy materials like paper should therefore be packed in small units and stored on shelves lower down.

### Checklist:

- Store heavy objects lower down.
- Ensure adequate loading capacity of cupboards or shelves.
- Use conveniently sized packaging units.
- Store heavy materials in small packaging units.

