

# Warehousing Best Practices

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# From Fresh Eyes to Fresh Habits



# FROM FRESH EYES TO FRESH HABITS

- *FHO & T&D Annual Safety Inspections of Storage Areas*
  - Periodic inspections are performed to ensure proper storage and safety practices are being maintained utilizing a cross-functional team approach.
  - Cross functional teams are utilized that consist of at least three individuals; warehouse peers, Supply Chain supervisors or a Material Specialist from other sites or T&D, station management, safety representative, etc.

# FROM FRESH EYES TO FRESH HABITS

## *Inspection Categories for FHO / T&D*

- **Housekeeping**
  - Are the floors clean & dry?
  - Are floors free from tripping hazards?
  - Are heavy loads stored below site level?
- **Electrical**
  - Are electrical outlets overloaded?
  - Is access to electric panels blocked?
  - Are ground (3-prong) receptacles available in the area?

# FROM FRESH EYES TO FRESH HABITS

## *Inspection Categories*

- **Fire / Life Safety**
  - Are emergency exits posted, clear and accessible?
  - Are extinguishers in designated locations, mounted and accessible?
  - Are tops of flammable cabinets clear of stored material?
- **Behavior Observations**
  - Are employees using handrails while walking down steps?
  - Are employees working safely?

# FROM FRESH EYES TO FRESH HABITS

## *Inspection Categories*

- **Walkways**
  - Is material stored in such a way that no bump hazards are present?
  - Are elevated surfaces provided with 4” toe boards to protect people or machinery from falling objects?
- **Misc.**
  - Is there a first aid kit nearby?
  - Are safety mirrors mounted at blind intersections?

# FROM FRESH EYES TO FRESH HABITS

## *Nuclear Storeroom Annual Safety Inspections*

- In addition to periodic inspections required by ANSI N45.2.2, these inspections are performed to ensure proper storage and safety practices are being maintained using a cross-functional team approach.
- The inspection team is composed of at least three personnel, team leader, a peer , QA (QRI or level 3) for the inspection.

# FROM FRESH EYES TO FRESH HABITS

## *Inspection Categories*

- **General Housekeeping & Security**
  - Are the access areas to the warehouses clear and the doors lockable?
  - Are aisles and storage locations clean?
- **Safety**
  - Are EXIT signs visible and in good condition?
  - Are overhead sprinkler systems blocked or obstructed?
  - Are there any unsafe storage conditions?



# FROM FRESH EYES TO FRESH HABITS

## *Inspection Categories*

- **FME**
  - Are FME barriers in place where needed?
  - Are the barriers secure?
- **Electric Motor Storage (Heaters)**
  - Are motors with heaters energized and those without identified?
  - Are wires in good condition and not daisy-chained?
  - Are motor PMs up to date?

# FROM FRESH EYES TO FRESH HABITS

## *Inspection Categories*

- **Storage Racks & Bins**
  - Are load ratings for racking visible?
  - Are the storage racks loaded properly; heavy loads at the bottom with lighter material stored at the top?
- **Material Handling Equipment**
  - Are ladders & pallet jacks in good condition?

# FROM FRESH EYES TO FRESH HABITS

- ***Inspection Documentation (FHO & Nuclear)***
  - Findings are documented in the respective Corrective Action Programs.
  - Supervisors are responsible to ensure open actions are resolved in a timely manner.
  - Inspection results are shared between all Supply Chain warehouses as OE
  - Inspection Reports are reviewed to determine if any fleet trends exist.

# FROM FRESH EYES TO FRESH HABITS

Poor Storage Habits



# FROM FRESH EYES TO FRESH HABITS



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## *Best Practices Implemented from Benchmarks*

- Diablo Canyon – Safe Walk Paths in Warehouses



# FROM FRESH EYES TO FRESH HABITS

## *Environmental Stewardship*

- **PMC – Berms placed underneath equipment & vehicles to prevent leakage onto the ground.**

## *Environmental Stewardship*

Berms placed underneath equipment & vehicles to prevent any fluids from leaking onto the ground.





## *Environmental Stewardship*

All site contractors are contractually required to place berms underneath all of their equipment when not in use. The use of berms was implemented at CR<sub>3</sub>



# KEYS TO LIFE - SAFE DRIVING

## *2017 Action Plan for Driving*

- Cross functional team of Supply Chain Supervisors & Managers
- Team was tasked with recommending ideas to accomplish the 2017 Driving Safety Improvement Action Plan for Supply Chain personnel
  - Make T&D Close Quarter Driving Training required for all Supply Chain drivers delivering to substation and generating plants.
  - Expand the Driver Observation Program
  - Require remedial training following preventable vehicle accidents

# KEYS TO LIFE - SAFE DRIVING

## *2017 Action Plan for Driving*

- **Require T&D's Close Quarter Driving Training for all Supply Chain drivers delivering to substation and generating plants.**
  - Close Quarters driving refers to operating a vehicle in close proximity to objects that could cause damage to property or people.
  - Training is provided through CBT and/or Hands On
  - The type of training provided is based on the number of miles driven in a year.

# KEYS TO LIFE - SAFE DRIVING

## *2017 Action Plan for Driving*

- **Expand the Driver Observation Program**
  - Supervisors & Managers required to perform and document 1 – 2 observations for each employee.
  - The number of observations would be based on the number of miles the employee drives each year.
- **Remedial Training Required Following a Preventable Vehicle Accident.**
  - Investigations currently being performed to determine cause.
  - Remedial training would be required in addition to the procedures and policies already in place.

# KEYS TO LIFE - SAFE DRIVING

## *360° Circle for Safety*

- The process that enables drivers to visually inspect the vehicle and evaluate their surroundings prior to each trip looking for potential problems that could cause or result in a vehicular accident.
- A 360° walk around is a complete walk around of the vehicle. Any loose items on the exterior of the vehicle as well as objects behind, above, underneath, and to each side of the vehicle will be easily identified.

# KEYS TO LIFE - SAFE DRIVING

## *Anticipated Results*

- Reduce and eliminate accidents in close quarters by modifying behaviors and attitudes that contribute to accidents
- Develop and provide tools to reverse a rising accident trend related to striking stationary objects
- Reduce the enterprise financial impact due to close quarters incidents

# Keys to Life - Hazardous Materials

## *Hazardous Material Storage & Handling*

- Perform observations and inspections of hazardous material storage areas in all Supply Chain warehouses.
- Requirements for hazardous material storage are similar in both Corporate and Nuclear procedures.
- Observations are documented in the Supply Chain Observation Database for trending.

# Keys to Life – Forklift Operations

## *Forklift Operations*

- Supply Chain employees are all trained to the same Corporate or Nuclear procedures for forklift operations.
  - Provides a consistent accountability model for forklift operators



## ***Warehouse Operations***

Standardized the  
use of high  
visibility safety  
vests and  
garments across  
Supply Chain.



# Supply Chain Keys to Life

## *Supply Chain Best Practices*

- Keys to Life teams are comprised of Supply Chain employees from each of the functional areas; Generation, Strategic Projects, T&D, Strategy & Operations, Gas, Customer & Enterprise .
- Warehouse employees work towards a common goal of sharing and implementing best practices that support Supply Chain's vision to be recognized as an industry leader in effective and efficient Supply Chain operations.

**QUESTIONS?????**

