

Store Opening and Stock-Handling Check Kit

01 / Walk, discuss and check readiness

Review customer areas, stock movement and shift handover before a store or department starts work.

Use with the people doing the work: walk the area, discuss the prompts, record actual controls and verify them before exposure. Rebrief when conditions change. If a safeguard is missing or uncertain, pause affected work and contact the responsible person.

Walking routes and exits

Check the actual customer and staff routes for obstructions, spills, damaged surfaces and blocked exits. Assign correction and temporary protection.

Deliveries and public access

Where do deliveries, carts or powered equipment meet customers and staff? Agree separation, timing and the person coordinating the area.

Stock handling

Review the load, reach, frequency and available handling aids. Ask workers where the task creates strain and adjust the work method through the responsible supervisor.

Storage and access equipment

Identify unstable stock, damaged storage or unsuitable access equipment. Keep affected work on hold until the responsible person resolves the condition.

Cleaning and chemicals

Confirm product labels, instructions, spill arrangements and worker instruction for chemicals used during the shift. Do not mix or substitute products without approved guidance.

Staff and emergency handover

Confirm staffing, emergency communication and the reporting route for safety or security concerns. Follow the store response procedure; do not assign untrained intervention.

Readiness gaps / questions to resolve with the responsible person

Planning aid only. Apply the actual task, employer procedures and governing requirements. This kit does not authorize work, replace required training or supply a specialist procedure, permit or compliance determination.

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02 / Record the task and verify controls

Record planned controls separately from observed verification. A completed sheet is not evidence that a control is effective.

Task, site / work area and date / shift

Crew, coordinating person and other affected people

Applicable procedures / permits and required authorized roles

Task steps and serious exposure: who could be harmed, and how?

Planned controls: what will prevent or reduce that exposure?

Site verification: actual condition / evidence, checker and time

Unresolved gaps, responsible person and action due before exposure

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03 / Hold, rebrief and hand over

Pause affected work when customer separation fails, stock becomes unstable or a route cannot be kept usable.

Follow employer stop-work, correction and authorized restart arrangements. Keep affected work on hold while exposure or control readiness is unresolved.

Hold / change: what happened, when, and which work is affected?

Immediate protection and person notified / time

Required correction or revised method and responsible person

Recheck evidence, checker / time and applicable restart authority

Who was rebriefed, what changed and any remaining restrictions?

Handover: receiving person, open actions and next review

Crew learning: what helped the work, what made it difficult?

Use, sources and edition

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OSHA Ergonomics - <https://www.osha.gov/ergonomics>

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Original planning prompts. Sources support topic selection; no agency endorsement. Developed by Todd Jerome Jenkins, MS, CSP.