

Training Manual

Assembling and Dismantling Shelving



Introduction

Library staff are at times required to assemble and dismantle library shelving. For untrained staff, the overall risk of a manual handling injury from performing this task is high. The risk of an injury is further increased due to the unfamiliar nature of the job, as it is not undertaken on a regular basis.

Guidelines

Before commencing the assembling and dismantling of shelving, it is critical to attend a training/induction session arranged by the supervisor, incorporating the Handle With Care training package and these notes.

<http://www.deakin.edu.au/library/handlewithcare/>

Assembling and dismantling of library shelving is a physically demanding task and must be carried out following nominated procedure and due care. Be aware of your physical limitations and inform your supervisor of any known conditions that may restrict the execution of this task eg. fear of heights, vertigo, asthma etc.

Appropriate clothing for this task is essential to enable unrestricted movement and to protect the body. Comfortable clothing which provides coverage and enclosed footwear is most important.

Safety glasses, dust masks and protective gloves will be available for your use. The shelving can be quite dusty and metal fragments can be dislodged whilst attaching and removing shelves, also be aware of the risk of sharp edges.



Sufficient tools will be provided to assist in this task and should be used to avoid using unnecessary force to prevent strain.

Tools and equipment you may require will include – ladders, electric drill, mallet, spanners and trolleys.



You should choose a ladder suitable for performing the task at hand, that will assist you to easily reach parts without having to stretch or twist. It is important to adhere to the warnings and restrictions displayed on the ladder (for example: load rate, electrical hazards and limits on last tread you may stand on).



The appropriate trolley needs to be selected during different stages of the task. It is recommended that a wire trolley be used to stack a manageable load of shelves and for larger loads, a flat bed trolley.



Working in pairs is crucial when assembling and dismantling shelving. It allows staff to alternate jobs, pass equipment to each other and assist each other in lifting and moving. Communicate with your partner throughout the process.



At all times it is essential that you are conscious of the strain you may be putting on your body and the subsequent risk of injury.

When carrying out the process of assembling and dismantling shelving you need to be aware of your actions and movements to limit the risk of injury or harm. Restrict the amount that you need to twist, stretch and bend by using a ladder or stool where necessary and passing parts to your partner.

Before lifting an object or load, assess the difficulty and lift by bending at the knees and using leg muscles, not your back, carrying a manageable load close to your body.

It is important to change positions regularly to avoid performing a repetitive task for too long and regular breaks should be taken during the course of the day.



You will need to consider the dangers to clients and staff, who may have access to the area. The use of appropriate signage and barricade tape may be necessary.

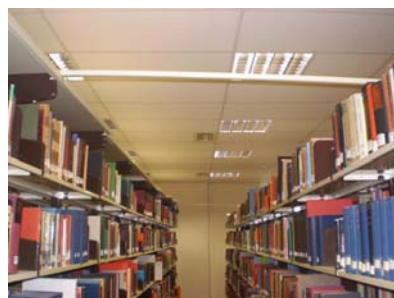
The instructions below are for assembling and dismantling Vista shelving. There are two other kinds of shelving in use in our libraries. These types are “bolt together” and “slot together”.

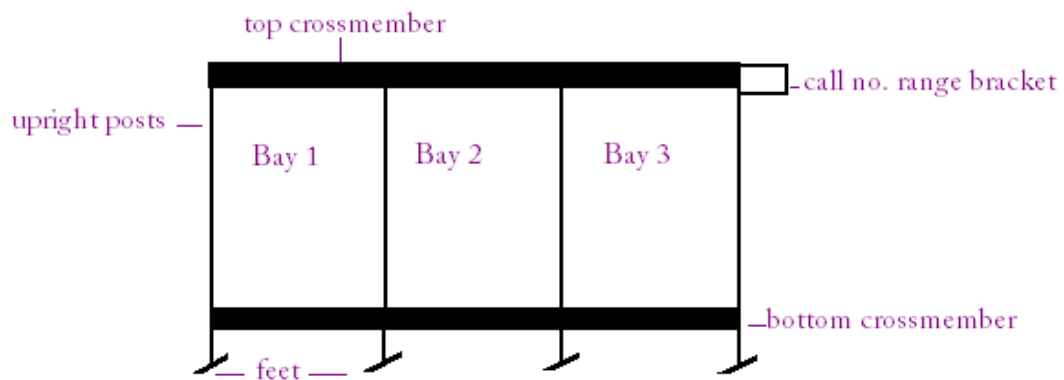
If assembling or dismantling these other types of shelving, you may need to modify the following procedures.

Vista Double Sided Bay Shelves

Assembling

1. Gather all shelving components and equipment required (parts would have already been checked for compatibility).
2. Place components in position on the floor.
3. Attach crossmember to the posts by lining up screw holes and drilling in screw. The bottom crossmembers are attached first followed by the top crossmember.
4. After attaching three bays, stand up frame and place in position (as marked on floor prior to commencement).
5. Starting with bottom crossmembers secure second side. To fasten the top crossmember the appropriate ladder will need to be used.
6. Continue assembling bays until entire row is complete.
7. Connect shelf ends to each end of shelf.
8. Attach shelves to framework – completing each row on first bay as this will be the guide for the following bays, (checking that all shelves are level).
9. Shelving feet may need to be adjusted to ensure framework is level.
10. Canopies are now attached where applicable.
11. Fasten earthquake bracing, which is attached along the tops of shelving to prevent shelving tipping over and causing injury.





Dismantling

1. Remove all books and other objects, including book ends from the shelves.
2. Detach shelves from posts, leaving shelf ends in place.
3. Unscrew earthquake bracing.
4. Remove canopy (if present).
5. Detach the top crossmembers, followed by the bottom row – removing posts as you go.

- NB. - Use mallet where necessary to lessen force required.
- Watch out for falling parts.
- Person on ladder passes parts removed to partner on ground.



Main Points

The main points from this section 'Assembling and dismantling shelving' are:

- Attend training/induction session prior to commencement
- Wear comfortable clothing and covered footwear
- Consider wearing safety gear supplied eg. gloves, glasses
- Use appropriate tools and equipment for task
- Work in pairs and change tasks regularly
- Be conscious of the amount you are twisting and bending
- Be aware of weight and size of loads
- Lift by bending at the knees and carry manageable load close to your body
- Choose trolley suitable for task and manageability
- Work at a comfortable height
- Communicate with your partner