



# Heavy & Bulky Items

## Packaging & Labelling Guidelines

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v1

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# Heavy & Bulky Items Packaging & Labelling Guide

**Team and Customer Safety is our priority at The Warehouse Ltd :-**

- In accordance to New Zealand's Occupational Health and Safety Law, Employee Health & Safety Act, suppliers must understand and give consideration to cartons and packaging they use for shipping and displaying merchandise.
- This document provides a guide as to The Warehouse recommended and approved **Heavy Icons and markings to be used this is in addition to the Gross Carton Weight that needs to be stated on all shipping markings.**
- **Packaging decisions are at the discretion of the Buyers in conjunction with this guide.**
- If suppliers are already using their own Heavy Icons – this should be discussed and signed off by The Warehouse Category Team.
  
- A reminder that it is The Warehouse Group Ltd policy that all packaging:
  - Be fit for intended purpose of transport, storage, protection and display
  - Comply with our marking, information, and pricing requirements
  - Conform to our environmental principles of reducing unnecessary packaging, facilitating the re-use of recycling of packaging materials and restrict or eliminate particular types of packaging materials which are not environmentally friendly.
  - Conform to all relevant New Zealand Standards & Regulations
  
- Please note the minimum acceptable board grade carton is to be:
  - Board grade 4 (minimum)
  - C flute (flutes running vertical to ensure box stacking is fully maximised)
  - Single wall (minimum)

**This is important as the majority of injuries are from lifting**

# Shipping Markings

All outer cartons **MUST** be clearly marked with the information as specified on the purchase order contract. Strict adherence to this instruction will ensure that the shipment will arrive at the designated port of discharge and to the right consignee.

All Outer Cartons must be clearly marked with	Checklist
<b>Gross Carton Weight</b>	
2 Person Lift Icon (recommended where carton over 12kg)	
2 Person Lift Icon PLUS an additional Heavy Icon (with relevant weight stated) for cartons over 20kg This is in addition to the weight already stated on the shipping markings)	
Brand Name (The Warehouse Group Ltd)	
Name of Country Specific (New Zealand)	
This Way Up arrow	
Order Number	
Barcode	
Brief Product Description	
Quantity outer pack (total number of units in shipper carton)	
Made in Country of Origin	
Cubic Metres per carton	
Carton number of Carton Total (1 of 1, 1 of 2, 2 of 2 etc)	

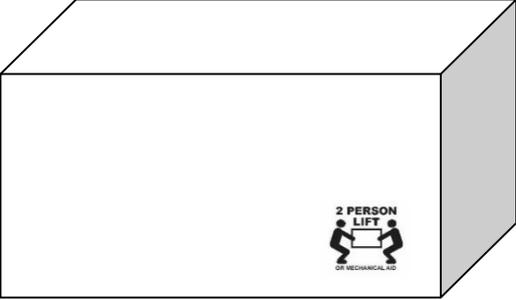
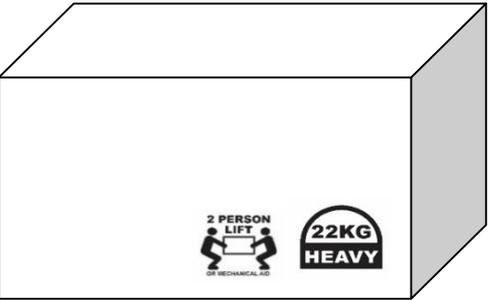


# Outer Shipping Carton – 2 Person Lift/Heavy Icons

Team and Customer Safety is our priority at The Warehouse Ltd therefore here is our policy around Heavy/Bulky Packaging

**(THIS IS IN ADDITION TO THE MANDATORY GROSS CARTON WEIGHT STATED ON THE SHIPPING MARKINGS) \***

- **12kg +** or is of a bulky nature, recommended to carry the 2 Person Lift Icon. All single packaged product, inners or outers, or transit packaging cartons
- **20kg +** or is of a bulky nature, must have BOTH The Warehouse Ltd approved 2 Person Lift Icon PLUS the Heavy Icons below.
- **Suppliers' own Icons can also be used but must be approved/signed off by The Warehouse Category Team.**
- Icons use and placement should be signed off by The Warehouse Merchandise Team prior to production

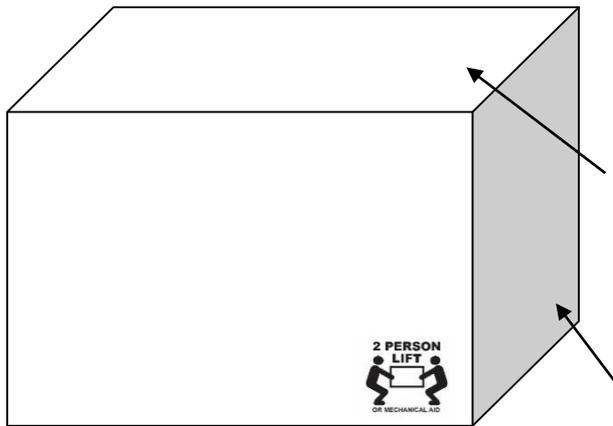
ICON	EXECUTION	RULES
<p><b>RECOMMENDED: 12kg-20kg to have 2 person lift icon:</b></p> 	<p><b>12kg-20kg: 2 person lift icon recommended. Weight inclusion optional.</b></p> 	<ul style="list-style-type: none"> <li>• <b>12kg +</b> or is of a bulky nature, recommended to carry the 2 Person Lift Icon.</li> <li>• All single packaged product, inners or outers, or transit packaging cartons</li> <li>• Repeat Icon on all available sides of carton/ packaging (in this example 5 sides would be appropriate – leaving the under-side.</li> <li>• This denotes to the team and customers that the use of a 'team' lift or a suitable mechanical aid is advised.</li> <li>• Suppliers can access the icon file</li> <li>• Size of each Icon should be between 50-100mm x 50-100mm</li> <li>• To be placed bottom right of each side of carton/packaging where suitable.</li> <li>• Black and White or a heavy contrast colour to stand out</li> <li>• Not to interfere with artwork label or branding (Icons can be included in the label artwork but must also be used on all other available sides of the carton)</li> <li>• <i>Adding the weight icon is optional if between 12 and 20kg</i></li> </ul>
<p><b>MANDATORY: 20kg + to have BOTH 2 person lift &amp; heavy icon:</b></p>  <p><i>E.g. 22kg, the weight to be changed accordingly so if 20 KG STATE 20KG</i> * Refer to Appendix 1, 2 &amp; 3</p>	<p><b>20kg+: BOTH 2 person lift icon and weight icon are MANDATORY</b></p> 	<ul style="list-style-type: none"> <li>• <b>20kg +</b> to have BOTH 2 person lift &amp; heavy (with inclusive weight) icon:</li> <li>• Repeat Icons on all available sides of carton/ packaging (in this example 5 sides would be appropriate – leaving the under-side.</li> <li>• For packages &amp; outer cartons (weighing over 20kg) The weight of the item should be stamped on the 'Heavy' Icon</li> <li>• To be used WITH 2 person lift Icon</li> <li>• Suppliers can access the icon file</li> <li>• Size of each Icon should be between 50-100mm x 50-100mm</li> <li>• To be placed bottom right of each side of carton/packaging where suitable.</li> <li>• The approved Heavy and 2 Person Lift Icons should be used together horizontally with the approved shipping marks</li> </ul>

# Packaging– Heavy Icons - Guidelines for Use

(THIS IS IN ADDITION TO THE MANDATORY GROSS CARTON WEIGHT STATED ON THE SHIPPING MARKINGS)

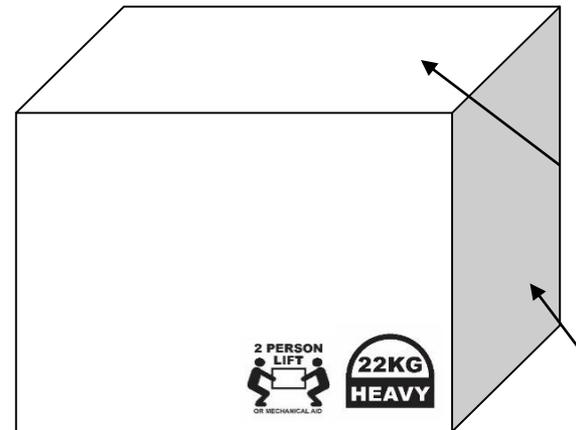
- The approved Heavy and 2 Person Lift Icons should be used together horizontally with the approved shipping marks (please refer to page 1)
- Size of each Icon should be between 50-100mm x 50-100mm
- Repeated on all available and suitable sides of the carton/packaging.
- To be placed bottom right of each side of carton/packaging where suitable.
- Black and White or a heavy contrast colour to stand out
- Not to interfere with artwork label or branding (Icons can be included in the label artwork but must also be used on all other available sides of the carton)
- **Icons use and placement should be signed off by The Warehouse Category Team prior to production**

**2 person lift icon recommended for between 12kg – 20 kg**



Repeat Icon on all available sides of carton/ packaging (in this example 5 sides would be appropriate – leaving the under-side.

**Both icons MUST be used if over 22kg. Specify weight on icon**



Repeat Icons on all available sides of carton/ packaging (in this example 5 sides would be appropriate – leaving the under-side.



# Appendix 1: There are no universal guidance for Weight limits

## Universal Weight Limits

- There is no universal “weight limit” or set prescriptive guidance in this area
- So we have developed our own The Warehouse Ltd policy in the use of icons on our packaging to help keep our team and customers safe.
- NIOSH broadly states 23kg as safe under ideal conditions, so we have opted conservatively for a 20kg mandatory for 2 person lift and heavy icon
- Below are some references from NIOSH

### ▼ Is there a way to know if a lift is too heavy?

The following recommendations are based on the "Revised NIOSH equation for the design and evaluation of manual lifting tasks" (NIOSH is the National Institute for Occupational Safety and Health in the United States).

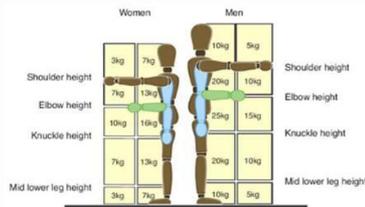
The NIOSH lifting equation takes into account the weight plus several other variables in lifting tasks that contribute to the risk of injury. For example, if the situation requires frequent lifts or lifting loads far away from the body, there is an increased risk of injury. Under these conditions, the weight limit would be reduced from a baseline weight or "load constant" (LC) to a recommended weight limit (RWL). A "load constant" (LC) of 23 kg (about 51 lb) was established by NIOSH as a load that, under ideal conditions, is safe for 75% of females and 90% of males.

The recommended weight limit is calculated by using the NIOSH lifting equation.

#### What is the maximum weight that a person is allowed to lift at work?

There are no legal maximum weight limits for lifting at work. There are, however, guidelines which set out guidance on safe weights for lifting and lowering.

The guidelines identify that weights need to be adjusted depending on how they are being lifted, how close to the body they are held, and how high or how low the weights are to be lifted.



For example, the guidelines indicate that men should be able to safely carry a load of 25kg if held close to the body at around waist height. However, weights at arms length above shoulder height are reduced to 5kg. The guideline weights for women are reduced with the maximum suggested weight being 16kg at waist height.

#### Are there any recommended weight limits for manual lifting?

**Answer:** The law does not identify a maximum weight limit. It places duties on employers to manage or control risk; measures to take to meet this duty will vary depending on the circumstances of the task. Things to be considered will include the individual carrying out the handling operation, e.g strength, fitness, underlying medical conditions, the weight to be lifted and distance to be carried, the nature of the load or the postures to be adopted or the availability of equipment to facilitate the lift.



Suppliers can access the icons pdf file on our supplier website under the Packaging and Labelling Section



## Appendix 3: Examples of Heavy Weight Icons



Suppliers can access the icons pdf file on our supplier website under the Packaging and Labelling Section