



Contents

Before you begin	v
Introduction Package goods	1
Topic 1 What you need to know about packaging goods	3
1A Workplace rules for packaging goods	4
Activity 1	10
1B Operational work systems and equipment	12
Activity 2	15
Workplace example for Topic 1	16
Summary of Topic 1	17
Topic 2 What you need to do to package goods	19
2A Apply workplace rules for packaging goods	20
Activity 3	35
2B Package goods	37
Activity 4	47
2C Monitor equipment and work activities	49
Activity 5	53
Workplace example for Topic 2	54
Summary of Topic 2	55
Words to remember	57



Activity 1

Question 1

Match the beginning of each sentence to the correct ending.

- | | |
|-------------------------|--|
| * A workplace procedure | * may be a schedule of tasks that must be completed daily, or weekly. |
| * A workplace policy | * gives step-by-step instructions about how to carry out activities in the warehouse and clearly defines the processes to be used. |
| * A work plan | * contains rules and regulations that define the general conduct of the warehouse operations. |

Question 2

Which of the following are true statements regarding standards and guidelines relating to packaging goods? Tick all that apply.

- ☐ The Sustainable Packaging Guidelines provide information about how to reduce the impact on the environment without compromising product quality and safety.
- ☐ The purpose of the Managing Risks of Hazardous Chemicals in the Workplace Code of Practice is to provide practical guidance and advice on to store and handle food products safely.
- ☐ The Sustainable Packaging Guidelines provide information about how to reduce time frames without compromising product quality and safety.
- ☐ Standard ISO 780:1997 Pictorial Marking for Handling of Goods specifies a set of symbols used to mark transport packages.

2A | Apply workplace rules for packaging goods

When you apply all workplace rules about monitoring storage facilities, you become aware of the risks in your workplace and understand how to avoid injury or illness while doing work tasks.

Sometimes the risks associated with a work task are obvious, such as using dangerous machinery or handling chemicals. At other times, the risks are not so obvious, such as unloading goods or packaging products in a warehouse.

To apply workplace rules effectively, make sure you read and understand:

- health and safety legislation and regulations that apply in your state or territory
- relevant legislation, regulations, standards, and codes of practice for packaging goods
- export/import, quarantine and bond requirements
- workplace policies and procedures.

Apply regulations

Regulations are rules that enforce compliance with legislation.

Workplace procedures for a specific work task are written based on laws and best practice. If you follow your workplace procedures, you are complying with legislation, regulations and codes of practice.

Regulations that apply to WHS issues when packaging goods may relate to:

- managing health and safety risks
- using plant, equipment and structures
- following food safety regulations
- upholding health and hygiene regulations
- handling hazardous substances
- undertaking manual-handling tasks.



Product of Australia



These labels are for food where 100 per cent of the ingredients are Australian and all major processing has been done in Australia.

Made in Australia



These labels mean major processing has been done in Australia. Imported foods that are only sliced, canned, reconstituted or repackaged in Australia cannot make this claim.

Packed in Australia



These labels feature only a bar chart which shows the percentage of Australian ingredients.

Country of origin



All imported foods produced, made, grown or packed outside Australia are shown with their country of origin on the label.

Health hazards



Substances with this symbol may cause an allergic skin reaction, such as a rash.

Safety measures to take include:

- using correct PPE
- avoiding breathing in dust, fumes, gases, mist, vapours and spray
- leaving contaminated work clothing in the workplace.

Source: www.unece.org/trans/danger/publi/ghs/pictograms.html

Package handling symbols

Package handling symbols and instructions are standardised in AS 2852-2004: Packaging – Pictorial Marking for the Handling of Packages.

These Standards have an international equivalent in ISO 780:1997 Packaging – Pictorial Marking for Handling of Goods.

The symbols must never be omitted as they are self-explanatory and overcome possible language problems in international transport and logistics.

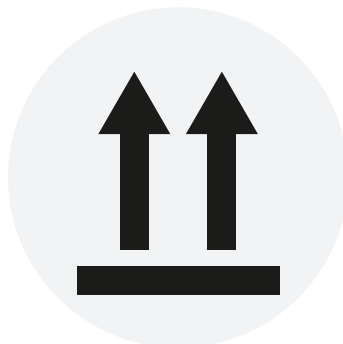
Here are some examples of packaging handling symbols.

Fragile / Handle with care



This symbol should be applied to packages and loads containing items that could be easily broken.

Top



Packaging with this symbol applied must always be transported, handled and stored in such a way that the arrows always point upwards.

Personal protective equipment

***Personal protective equipment (PPE)
is the last line of defence to eliminate
or reduce the risk associated with
workplace hazards.***

PPE is only effective if it is the right type of equipment for the task, and is used and worn correctly. When packaging goods, or when using packaging materials and equipment, there may be specific PPE requirements. To stay safe, you must understand these requirements and follow the relevant safety practice.

Watch this video [02m:59s] to learn about when PPE is required in the workplace.



Using PPE

***If PPE is required, make sure
appropriate equipment is worn or
used and fits correctly.***

Workplace procedures outline the type of PPE that must be used. If you are working with chemicals, advice on appropriate PPE can be found on the SDS. It is critical that the correct PPE is selected and used according to WHS requirements. If PPE is not used correctly, it may endanger yourself, others you work with, and breach health and safety laws.

Here are some examples of PPE.

Eye protection



Eye protection must be selected and used when there is a risk of dust, particles, chemical splattering or smoke.

Ear protection



Ear protection must be selected and used when there is a high level or frequency of noise.

2B | Package goods

Packaging is a general term that can mean many things: it can include inner product wrapping, outers or boxes for shipping, and any filling required to protect contents.

Packaging can also include parcels ready for consignment, picking and packing, and multiple stock types ready for shrink-wrapping, or palletising and shipping.

The type of packaging equipment, materials and processes used depends on the product. Stock must be packed so it is protected from damage or loss. Once the packaging specifications have been identified, and you know what materials and technology are to be used, you then need to plan your work. Following relevant WHS procedures is essential, as is following relevant housekeeping rules, like removing unwanted packaging materials from the warehouse.

The final part of the process is following instruction for how loads should be stacked. Stacking pallets, crates, bins and shelves correctly is important to ensure worker safety, as well as to reduce the risk of damage to products.

Interpret packaging specifications

A packaging specification describes how a product should be packaged, which product quantities should be packed, and which primary and secondary packaging materials should be used for this purpose.

A packaging specification is a set of instructions for warehouse workers describing where to place the label on a box, for example, or how a product should be stacked onto a pallet. Packaging specifications tell you about the way certain products are to be packaged for shipment. This information comes from either the manufacturer/supplier, the customer, or as a result of decisions made by your organisation.

Packaging specifications can be difficult to interpret since each product has a different weight and size. If you are unsure about the ability of certain packaging materials to properly protect products and loads from damage or loss, should speak to your supervisor and design a solution to minimise damage from occurring.

Packaging specifications may include:

- the products to be packed, including quantities and volumes
- the raw material grade of the packaging
- the physical dimensions of the package and its product characteristics
- instructions for printing, markings or other graphics
- the packing methods to be used
- how the product is to be protected during transport and distribution
- the price of packages.

Select and use appropriate packaging materials

There are different types of packaging materials that are used for finished goods: internal packaging, and external packaging.

Here are some examples of packaging materials used in a warehouse for different types of products and loads.

Cartons



Cartons are used to contain and protect heavy items with sturdy construction. Stock cartons come in various shapes and sizes, and increase stability of pallets and packed goods for safer storage and transit. For example, cartons may be used to package dry foods ready for distribution to retail supermarkets.

Corrugated board



Corrugated board is a durable, high performance and inexpensive packaging material designed to pack and protect products. Corrugated board provides resistance to impact, drop, and vibration damage. For example, corrugated board may be used to allow uniform stacking of pallets and greater weight distribution.

Protective packaging



Protective packaging includes bubble wrap, butchers' paper, polystyrene, and air cushioning systems. Protective packaging is designed to package fragile and vulnerable items for safe moving, storage, handling and distribution. For example, polystyrene foam packers may be used to ship bottles of wine safely and securely.

Stack packaged goods and loads

Goods and loads must be stacked safely in a warehouse and must not become a risk or potential hazard to yourself or others in the warehouse.

Stock may be stacked on a wooden pallet, in crates, or in specially marked bays. Each workplace should have its own process to achieve stable stacks or loads, and prevent damage to workers and goods.

Considerations when stacking goods or loads include:

- keeping stack height within the most stable range
- stacking bags and boxes in interlocking patterns
- avoiding unnecessary handling of pallets until they have been shrink-wrapped
- using hard cardboard caps on the top and bottom of pallets to minimise movement and damage
- using correct fastening straps and belts
- blocking and bracing loads leaving the warehouse, to avoid packages breaking in transit.

Attach invoices and picking/packing slips

All warehouses use a system of accounting for products, billing, shipping and payments.

Picking slips, packing slips and invoices vary depending on the business and products. Your workplace should have procedures in place for how to attach invoices and picking/packing slips to packages before distribution to customers.

Usually every package despatched from the warehouse to a customer contains a packing slip listing the order date, the products included in the order and the quantity of each product, as well as an invoice, which includes the amount due, and the payment due date.

You must understand the difference between a picking slip, packing slip, and an invoice.

Picking slip

A picking slip is used in a warehouse to pick ordered items. It contains information about the products, such as the quantity, location in the warehouse and stock levels.

Packing slip

A packing slip is a shipping document that accompanies delivery packages, and is usually placed either inside an attached shipping pouch, or inside the package itself. The packing slip does not contain prices, and is used to alert the customer to the items and quantity included in the shipment.



Summary of Topic 2

1. Procedures for a specific work task are written based on laws and best practice. If you follow your workplace procedures, you are complying with legislation, regulations and codes of practice.
2. When packaging goods or loads, you must be able to identify which labelling standards apply to the goods being packaged. Strict labelling standards apply to dangerous goods and hazardous substances, goods for export, food products and pharmaceutical products.
3. Workers must be able to identify any hazards associated with packaging goods and understand the harm they may cause. Once hazards are identified the potential risks and methods of controlling or eliminating the risk must be identified.
4. A packaging specification describes how a product should be packaged, which product quantities should be packed, and which primary and secondary packaging materials should be used for this purpose.
5. Your workplace procedures should tell you what types of packaging materials to use with particular products and the circumstances in which to use them.
6. The type of goods and loads that are packaged impact on the reporting procedures that must be followed.