

Record of Training - Safe Handling Procedures for Racks

Employee Name: _____

Date of Training: _____

(video and test)

Initials

Employee confirms that they have first viewed the Rack Handling Merchandisers 2024 training video AND reviewed the Rack Handling Standard Operating Procedures Merchandisers 2024 document as found on the company website. (Note: do NOT proceed with this quiz until you have viewed these items and can check YES!)		
	TRUE	FALSE
1) Before moving a rack it is important to remember the pre-operational checks as outlined in the SOP. 1.Survey the area 2.Assess the rack to determine if you can move it on your own or need help 3.Move the cart to the area you will be merchandising it in. (SAM)		
2) It is not necessary to determine which side of the rack has the turning wheels as they are all the same.		
3) If a rack is too heavy or awkward to move you should always ask for help in assisting to move it.		
4) The safest position and proper way to move a rack is to stand to the side of the rack with the turning wheels closest to you.		
5) The tow bar should never be used by the merchandiser to pull the rack behind them as the rack could run up over the back of the merchandiser's heel causing injury.		
6) When moving a rack into a tight space you should always keep your hand on the 'outside' of the rack.		
7) When moving a rack out of position your feet placement is not important.		
8) The towbar should always remain in the upright position while in the garden centre to prevent shoppers and work associates from tripping over it should they walk between the racks.		
9) I can move as many racks through the store as I am physically able to manage.		
10) It doesn't matter how many racks are left in the store. Drivers will pick them up eventually.		
11) IF I witness a rack theft, it is important never to risk my life to stop a theft but to observe and obtain as much information as safely possible then immediately report following the procedures outlined in the Rack Handling SOP.		
Please rate how useful you found this training on a scale of 1 to 5 with 1 being the least useful and 5 being the most useful. 1 2 3 4 5 (Circle a number)		
Please provide any suggestions to improve the training or the safe handling of racks.		

Employee Signature

Supervisor Signature