



Stairway Use

Safety and Environmental Management System

SEMS 5-6

Stairway use is a serious concern to all of us. Over the years SONOCO has had a number of incidents involving slips, trips, and falls on stairways. All situations could have been prevented if attention to detail and safe procedures in using the stairways had been observed:

1. Before using a stairway, check for loose treads, debris, or anything else that might be in the way to cause you to trip.
2. NEVER use a stairway or outside deck ladder that does not have a handrail.
3. ALWAYS have one hand on the handrail when using stairs or steps.
4. DO NOT carry more cargo on stairways than you can comfortably carry in one hand.
5. Hold the hand rail at all times, especially when carrying an item up or down stairs.
6. NEVER carry anything down to waterline (cellar deck). NEVER go down there at all unless you are being evacuated.
7. IF HANDLING a large or heavy object, get help. DO NOT HANDLE IT ALONE.
8. REPORT any problems with stairways to immediate supervisor, or SONOCO office.
9. If you are instructed to do one of the things mentioned above which would involve an unsafe act, explain that you are absolutely not permitted to do so and alert your supervisor.