Introduction
The Kowloon East Cluster (KEC) Storeroom Management Guideline (the Guideline) was implemented to identify and control manual handling operation (MHO) related risks in storerooms in 2014. According to the Guideline, all storage shelves in storerooms should be affixed designated weight limit labels. To reinforce and facilitate implementation of the Guideline on storeroom management, our Department invented the “Safe, Effective and Efficient” Method (SEE Method) to reduce the errors in affixing weight limit labels due to inaccurate use of anthropometric data from the Guideline.

Objectives
(1) To facilitate implementation of the Guideline on storeroom management. (2) To raise colleagues’ awareness of safe practice of MHO.

Methodology
A specially designed Excel template (i.e. SEE Method), which integrated the anthropometric data derived from the Guideline and a color code designed by our Department for this labelling exercise, was employed in January 2014. This template utilized the built-in conditional formatting function of Microsoft Excel, allowing individual cells to change to corresponding colors automatically according to the pre-set anthropometric consideration matching with color codes. Our colleagues were trained on measurement method of sub-shelf height and data input according to the Guideline and the SEE Method respectively. An audit on storeroom management was performed afterwards.

Result
The sub-shelf heights of 24 storage shelves in 9 storerooms were collected with data input to the SEE Method template. The audit result showed all storage shelves in different storerooms at our Department were correctly affixed with the recommended weight limit labels. The positive audit result could be accounted by the improved consistency of the labelling procedure among colleagues with the use of the SEE Method which likely minimized errors stemming from analysis of anthropometric data with corresponding shelf height; and the prompt color-feedback of the SEE Method which eased the determination of suitable weight limit labels to be affixed. This SEE Method created a safe working environment by giving an overview of the distribution of weight limit of all storage shelves, thereby assisting colleagues in stratifying the MHO-related risks when allocating goods in storeroom. After the Guideline and SEE Method implementation, there was no injury on duty related to storeroom management reported and the SEE method was awarded with Gold Prize in KEC OSH Awarding Ceremony cum Good Practices Sharing 2014.