

**WARNING: GLASS CASES AND STEEL RACKS CAN TIP OVER!  
GLASS CAN TIP OVER WHEN BANDS ARE BROKEN!  
CASES CAN COLLAPSE WHEN BANDS ARE REMOVED!  
HANDLE CASES AND RACKS ACCORDING TO THESE INSTRUCTIONS TO AVOID SERIOUS INJURY!**

SAFE HANDLING INSTRUCTIONS FOR CRATES AND STEEL RACKS

UNLOADING, HANDLING, STORAGE

1/ Unopened cases can be moved with slings attached to a crane, or by lifting with a fork lift from underneath. Steel racks must be moved by lifting with a fork lift from underneath only. Steel racks are not designed to be lifted with slings attached to a crane or fork lift.

2/ Measure the height of the crate and the depth of the crate. If the height exceeds the depth, the crate has a “high center of balance” and can tip over if not handled according to these instructions.

Cases with a “high center of balance” should always be stored leaning against a wall or column, or against poles in a glass storage rack, leaning at about a 5 degree angle, using wood blocks or wedges placed under the base of the crate at the side of the crate marked “open this side”. Do not remove slings or fork lift forks before the wood blocks or wedges are in place.

Never place a case with a “high center of balance” flat on the ground or shop floor where it would not be prevented from falling over if it tipped. Never stand at the sides of the crate or rack where it would fall if it were to tip over. Never move a case with a high center of balance with case dollies.

If the measured case depth is greater than the case height, the case has a “low center of balance”. Unopened cases with a “low center of balance” can be placed without blocks or wedges in a temporary storage area providing the ground or floor is level and solid.

Steel racks are designed to be free standing. They can be placed without blocks or wedges, directly onto a level, solid surface.

OPENING CASES AND RACKS

3/ Glass on steel racks has a slight lean toward the rack. Steel racks can be opened without leaning and blocking, providing the solid ground or floor is level.

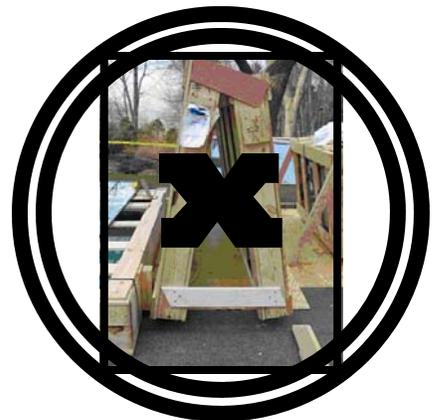
Glass in cases is oriented straight up-and-down. Prior to opening, all cases must be leaned against a wall or other support, and blocked under the base of the crate with a block or wedge to achieve a 5 degree angle to prevent glass from falling forward when the crate is opened.

4/ Stand at the edge of the case or rack and cut the steel bands. Glass can shift when the steel bands are cut. Never stand in front of the case or rack where glass would tip over if the lean was inadequate. Pry off the side of the crate that is labeled “open this side”. Use personal protective safety equipment – glass handling gloves, arm protection, and safety shoes, and hard hats and shoulder protection if the glass is large or being handled over shoulder height.

5/ Cases and racks should never be moved after the steel bands are removed!

Our driver will not:

- Boom a “high center of balance” crate onto case dollies.
- Boom a “high center of balance” crate unless it is being boomed to a location next to a wall or solid support.
- Remove slings until the “high center of balance” crate is properly leaned and wedges or blocks are properly positioned.



**DO NOT LEAN CASES AGAINST OTHER CASES, OR BRACE CASES AGAINST THE GROUND.**

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I have received a copy of Syracuse Glass Company's "Safe Handling Instructions for Crates and Steel Racks".  
Cases and/or Steel Racks each have warning labels attached.

Company \_\_\_\_\_

Company Representative \_\_\_\_\_

Date \_\_\_\_\_

Location \_\_\_\_\_

Syracuse Glass Company Representative \_\_\_\_\_