

Safety Checklist



WAREHOUSE / WHOLESALE OPERATIONS / TRUCKING

Supervisor: _____

Date: _____

Department/Area : _____

Yes	No	Warehouse
<input type="checkbox"/>	<input type="checkbox"/>	Adequate ventilation in the warehouse
<input type="checkbox"/>	<input type="checkbox"/>	Work areas clean and free of debris
<input type="checkbox"/>	<input type="checkbox"/>	Warehouse aisles not obstructed by storage
<input type="checkbox"/>	<input type="checkbox"/>	Adequate lighting in the work area
<input type="checkbox"/>	<input type="checkbox"/>	Pallets, racks and shelving in good condition
<input type="checkbox"/>	<input type="checkbox"/>	Materials properly stacked, secured and not leaning off the edges of racks
<input type="checkbox"/>	<input type="checkbox"/>	Guardrails present when needed for overhead storage and platforms

Material Handling

<input type="checkbox"/>	<input type="checkbox"/>	Adequate number of hand trucks or other material handling equipment
<input type="checkbox"/>	<input type="checkbox"/>	Employees utilize the correct lifting technique
<input type="checkbox"/>	<input type="checkbox"/>	Forklift operators complete an OSHA forklift operator training program
<input type="checkbox"/>	<input type="checkbox"/>	Forklift operators drive at safe speeds
<input type="checkbox"/>	<input type="checkbox"/>	Forklifts inspected before use and service logs maintained
<input type="checkbox"/>	<input type="checkbox"/>	Forklift equipped with a working warning back up alarm
<input type="checkbox"/>	<input type="checkbox"/>	Forklift operators slow down and sound their horns at corners and doorways
<input type="checkbox"/>	<input type="checkbox"/>	Forklift operators travel with the forks in the proper position
<input type="checkbox"/>	<input type="checkbox"/>	Hoist hooks have adequate safety latches

Yes No

Fire Safety

		Storage kept at least 18 inches below sprinkler heads
		Clear paths leading to exit doors
		All exits clearly identified
		Fire extinguishers easily accessible, fully charged and their locations clearly designated
		Flammable and combustible materials stored appropriately

Ladder Safety

		Ladders inspected before use and in good condition
		Metallic ladders not used to change light bulbs or to conduct other electrical maintenance in the workplace
		Employees using the proper ladder for the job

Electrical Safety

		All electrical outlets, junction boxes and other electrical components properly covered
		Rubber insulating mats placed at the base of high voltage boxes
		Electrical rooms free of clutter and storage
		Panel box doors closed and all circuit spaces covered
		Machinery and other electrical equipment properly grounded
		Extension cords not used as permanent wiring

Loading Dock

		Caution markings placed at the edges of the loading dock
		Dock area free of obstructions, clutter and spills
		Trailers in the docking bay have chocks placed in front of their wheels while loading

Truck Safety

		Vehicles inspected on a regular basis and maintenance logs kept of service
		Drivers' licenses checked periodically for violations
		Vehicles equipped with fire extinguishers, first aid and accident kits
		Employees attend mandatory defensive driving courses
		Drivers' time limited to prevent fatigue

