



Warehouse Safety Checklist

Label	

Forklifts Operations

Hazard: Annually about 100 employees are killed and 95,000 are injured while operating forklifts. Forklift turnover incidents account for over half of the fatalities.

<input checked="" type="checkbox"/>	Only trained operators should operate forklifts.
<input checked="" type="checkbox"/>	Do not allow customers or anyone under 18 years old to operate a forklift
<input checked="" type="checkbox"/>	Inspect forklift before each and every use. Remove unsafe or defective trucks until the proper repairs are made. Use a lockout/tag--out system is utilized if immediate repairs cannot be made.
<input checked="" type="checkbox"/>	Follow safe procedures for picking up, lowering, stacking and transporting loads.
<input checked="" type="checkbox"/>	Drive safely and never exceed 5 mph. Drive slow in congested areas or on slippery surfaces.
<input checked="" type="checkbox"/>	Ensure the operator always wears a seatbelt.
<input checked="" type="checkbox"/>	Never drive up to a person standing in front of a fixed object such as a rack, wall, or stacked materials.
<input checked="" type="checkbox"/>	Prohibit stunt driving and horseplay.
<input checked="" type="checkbox"/>	Do not handle loads that are heavier than the weight capacity of the forklift.
<input checked="" type="checkbox"/>	Maintain sufficiently safe clearances for aisles, at loading docks, and all passageways.
<input checked="" type="checkbox"/>	Ensure adequate ventilation either by opened doors/windows or using a ventilation system to provide enough fresh air to keep concentrations of noxious gases from the engine exhaust below acceptable limits.
<input checked="" type="checkbox"/>	Provide covers and/or guardrails for protection.

Loading Docks

Hazard: Injuries happen when forklifts run off the dock, products fall on employees or equipment strikes a person.

<input checked="" type="checkbox"/>	Drive forklifts slowly on docks and dock plates.
<input checked="" type="checkbox"/>	Secure dock plates and check to see if the plate can safely support the load.
<input checked="" type="checkbox"/>	Keep clear of dock edges and never back up forklifts to the dock's edge.
<input checked="" type="checkbox"/>	Make sure docks are properly guarded if 48" above lower level.
<input checked="" type="checkbox"/>	Provide visual warnings near dock edges.

Materials Storage

Hazard: Improperly stored materials may fall and injure workers.

<input checked="" type="checkbox"/>	Stack loads evenly and straight.
<input checked="" type="checkbox"/>	Place heavier loads on lower levels first and work way up the rack with lighter loads.
<input checked="" type="checkbox"/>	Remove one object at a time from racks & shelves.
<input checked="" type="checkbox"/>	Keep aisles and passageways clear and in good repair.

Manual Lifting/Handling	
Hazard: Back injuries may occur from improper lifting, repetitive motion, or overexertion.	
<input checked="" type="checkbox"/>	If possible, use powered equipment instead of requiring a manual lift for heavy materials.
<input checked="" type="checkbox"/>	Minimize the need for lifting by using good design and engineering techniques.
<input checked="" type="checkbox"/>	Lift properly and get a coworker to help if a product is too heavy.
<input checked="" type="checkbox"/>	Provide general ergonomics training and task-specific training.
<input checked="" type="checkbox"/>	Reduce lifts from shoulder height and from floor height by repositioning the shelf or bin.
<input checked="" type="checkbox"/>	Ensure overhead lighting is adequate for the task at hand.
<input checked="" type="checkbox"/>	Use your legs and keep your back in a natural position while lifting.
<input checked="" type="checkbox"/>	Test the load to be lifted to estimate its weight, size and bulk, and to determine the proper lifting method.
<input checked="" type="checkbox"/>	Get help if the load exceeds the maximum weight a person can lift safely without assistance.
<input checked="" type="checkbox"/>	Don't twist while carrying a load, but shift your feet and take small steps in the direction you want to turn.
<input checked="" type="checkbox"/>	Keep floors clean and free of slip and trip hazards.
Hazard Communication Safety	
<input checked="" type="checkbox"/>	All hazardous materials containers are properly labeled, indicating the chemical's identity, the manufacturer's name and address, and appropriate hazard warnings.
<input checked="" type="checkbox"/>	An updated list of hazardous chemicals & substances is maintained in supervisor's office for immediate use, usually in a MSDS notebook.
<input checked="" type="checkbox"/>	There is a written Hazardous Communication Program; it covers hazard determination, including Material Safety Data Sheets (MSDSs), labeling and training.
<input checked="" type="checkbox"/>	There is a system to check that each incoming chemical is accompanied by a MSDS.
<input checked="" type="checkbox"/>	All employees are trained in the requirements of the hazard communication standard, the chemical hazards to which they are exposed, how to read and understand a MSDS and chemical labels, and on what precautions to take to prevent exposure.
<input checked="" type="checkbox"/>	All employees are trained and training is documented.
<input checked="" type="checkbox"/>	Procedures have been established to maintain and evaluate the effectiveness of the current program.
<input checked="" type="checkbox"/>	Employees use proper personal protective equipment when handling chemicals.
<input checked="" type="checkbox"/>	All chemicals are stored according to the manufacturer's recommendations and local or national fire codes.
Emergency Preparedness	
<input checked="" type="checkbox"/>	A written emergency plan that describes what is expected of employees is available in the event of an emergency.
<input checked="" type="checkbox"/>	An alarm system to notify employees is in place.
<input checked="" type="checkbox"/>	Provisions for emergency exit locations and evacuation procedures.
<input checked="" type="checkbox"/>	Procedures for accounting for all employees and visitors.
<input checked="" type="checkbox"/>	Location and use of fire extinguishers and other emergency equipment.
<input checked="" type="checkbox"/>	Exits, fire extinguishers, guards, etc. are inspected frequently.