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| --- | --- |
| Date |  |
| Location |  |
| Completed by |  |

| OK = Satisfactory | AN = Action Needed | N/A = Not Applicable | **OK** | **AN** | **N/A** |
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| Exposed or open loading dock doors and other areas that workers could fall 4 feet or more (or walk off) are chained off, roped off, or otherwise blocked. |  |  |  |
| Floors and aisles are clear of clutter, electrical cords, hoses, spills, and other hazards that could cause employees to slip, trip or fall. |  |  |  |
| Employees are provided adequate time to complete tasks safely. |  |  |  |
| Employees performing physical work have adequate periodic rest breaks to avoid fatigue levels that could result in greater risk of accidents and reduced quality of work. |  |  |  |
| New employees receive general ergonomics information and task-specific training. |  |  |  |
| Employee training is documented. |  |  |  |
| The warehouse is well ventilated. |  |  |  |
| Employees are instructed on how to avoid heat stress in hot, humid environments and how to work in cold environments, if applicable. |  |  |  |
| The facility has lockout/tagout procedures. |  |  |  |
| Hazards that require the use of personal protective equipment (PPE) have been identified. |  |  |  |
| Affected workers use the appropriate PPE. |  |  |  |
| **MATERIALS HANDLING** | | | |
| There are appropriately marked and sufficiently safe clearances for aisles and at loading docks or passageways where mechanical handling equipment is used. |  |  |  |
| Loose and unboxed materials which might fall from a pile are properly stacked by blocking, interlocking, or limiting the height of the pile to prevent falling hazards. |  |  |  |
| Bags, containers, bundles, etc. are stored in tiers that are stacked, blocked, interlocked, and limited in height so that they are stable and secure to prevent sliding or collapse. |  |  |  |
| Storage areas are kept free from accumulation of materials that could lead to tripping, fire, explosion, or pest infestations. |  |  |  |
| Excessive vegetation is removed from building entrances, work, or traffic areas to prevent possible trip or fall hazards due to visual obstructions. |  |  |  |
| Covers and/or guardrails are provided to protect personnel from the hazards of stair openings in floors, meter or equipment pits, and similar hazards. |  |  |  |
| Personnel use proper lifting techniques. |  |  |  |
| Elevators and hoists for lifting materials/ containers are properly used with adequate safe clearances, no obstructions, appropriate signals, and directional warning signs. |  |  |  |
| **HAZARD COMMUNICATION** | | | |
| There is an updated list of hazardous chemicals. |  |  |  |
| All hazardous materials containers are properly labeled, indicating the chemical’s identity, the manufacturer’s name and address, and appropriate hazard warnings. |  |  |  |
| The facility has a written program that covers hazard determination, including Safety Data Sheets (SDSs), labeling, and training. |  |  |  |
| There is a system to check that each incoming chemical is accompanied by an SDS. |  |  |  |
| 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 an SDS and chemical labels, and on what precautions to take to prevent exposure. |  |  |  |
| All outside contractors are given a complete list of chemical products, hazards, and precautions. |  |  |  |
| Employees use proper personal protective equipment (PPE) when handling chemicals. |  |  |  |
| All chemicals are stored according to the manufacturer’s recommendations and local or national fire codes. |  |  |  |
| **FORKLIFTS** | | | |
| Capacity, operation and maintenance instruction plates, tags or decals are changed to specify any modifications or additions to the vehicle. |  |  |  |
| Written approval from the forklift manufacturer has been obtained for any modifications or additions that affect the capacity and safe operation of the vehicle. |  |  |  |
| Nameplates and markings are in place and maintained in a legible condition. |  |  |  |
| Forklifts that are used in hazardous locations are appropriately marked/approved for such use. |  |  |  |
| Battery charging is conducted only in designated areas. |  |  |  |
| Appropriate facilities are provided for flushing and neutralizing spilled electrolytes, for fire extinguishing, for protecting charging apparatus from damage by forklifts, and for adequate ventilation to disperse fumes from gassing batteries. |  |  |  |
| Forklifts are properly positioned, and brakes applied before workers start to change or charge batteries. |  |  |  |
| Precautions are taken to prevent smoking, open flames, sparks, or electric arcs in battery charging areas and during storage/changing of propane fuel tanks. |  |  |  |
| Concentrations of noxious gases and fumes are kept below acceptable levels. |  |  |  |
| Fuel tanks are only filled when the forklift engine is not running. |  |  |  |
| Forklift operators are competent to operate a vehicle safely as demonstrated by successful completion of training and evaluation conducted and certified by persons with the knowledge, training, and experience to train operators and evaluate their performance. |  |  |  |
| Refresher training and evaluation is conducted whenever a forklift operator has been observed operating the vehicle in an unsafe manner or has been involved in an accident or a near-miss incident. |  |  |  |
| Evaluations of each forklift operator’s performance are conducted at least once every three years. |  |  |  |
| Refresher training and evaluation is conducted whenever a forklift operator is assigned to drive a different type of forklift or whenever a condition in the workplace changes in a manner that could affect safe operation of the forklift. |  |  |  |
| Load engaging means are fully lowered, with controls neutralized, power shut off and brakes set when a forklift is left unattended. |  |  |  |
| Forklift operators maintain a safe distance from the edge of ramps or platforms while using forklifts on any elevated dock or platform. |  |  |  |
| There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc. |  |  |  |
| Overhead guards are provided in good condition to protect forklift operators from falling objects. |  |  |  |
| Forklift operators observe all traffic regulations, including authorized facility speed limits. |  |  |  |
| Operators run their forklifts at a speed that will permit the vehicle to stop in a safe manner. |  |  |  |
| Dock boards (bridge plates) are properly secured when loading or unloading from dock to forklift. |  |  |  |
| Forklift operators do not engage in stunt driving or horseplay, which are prohibited. |  |  |  |
| All loads are stable, safely arranged, and fit within the rated capacity of the forklift. |  |  |  |
| Forklifts are examined for safety before being placed into service and unsafe or defective forklifts are removed from service. |  |  |  |

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| Action Needed Items and Additional Notes: |
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