

WAREHOUSE SAFETY CHECKLIST

Date	
Location	
Completed by	

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable

	OK	AN	N/A
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floors and aisles are clear of clutter, electrical cords, hoses, spills, and other hazards that could cause employees to slip, trip or fall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are provided adequate time to complete tasks safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New employees receive general ergonomics information and task-specific training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee training is documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The warehouse is well ventilated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are instructed on how to avoid heat stress in hot, humid environments and how to work in cold environments, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facility has lockout/tagout procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazards that require the use of personal protective equipment (PPE) have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affected workers use the appropriate PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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MATERIALS HANDLING

There are appropriately marked and sufficiently safe clearances for aisles and at loading docks or passageways where mechanical handling equipment is used.

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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.

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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.

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Storage areas are kept free from accumulation of materials that could lead to tripping, fire, explosion, or pest infestations.

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Excessive vegetation is removed from building entrances, work, or traffic areas to prevent possible trip or fall hazards due to visual obstructions.

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Covers and/or guardrails are provided to protect personnel from the hazards of stair openings in floors, meter or equipment pits, and similar hazards.

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Personnel use proper lifting techniques.

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Elevators and hoists for lifting materials/ containers are properly used with adequate safe clearances, no obstructions, appropriate signals, and directional warning signs.

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HAZARD COMMUNICATION

There is an updated list of hazardous chemicals.

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All hazardous materials containers are properly labeled, indicating the chemical's identity, the manufacturer's name and address, and appropriate hazard warnings.

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The facility has a written program that covers hazard determination, including Safety Data Sheets (SDSs), labeling, and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a system to check that each incoming chemical is accompanied by an SDS.	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 an SDS and chemical labels, and on what precautions to take to prevent exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All outside contractors are given a complete list of chemical products, hazards, and precautions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees use proper personal protective equipment (PPE) when handling chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All chemicals are stored according to the manufacturer's recommendations and local or national fire codes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FORKLIFTS			
Capacity, operation and maintenance instruction plates, tags or decals are changed to specify any modifications or additions to the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written approval from the forklift manufacturer has been obtained for any modifications or additions that affect the capacity and safe operation of the vehicle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nameplates and markings are in place and maintained in a legible condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklifts that are used in hazardous locations are appropriately marked/approved for such use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Battery charging is conducted only in designated areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Forklifts are properly positioned, and brakes applied before workers start to change or charge batteries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Precautions are taken to prevent smoking, open flames, sparks, or electric arcs in battery charging areas and during storage/charging of propane fuel tanks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concentrations of noxious gases and fumes are kept below acceptable levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel tanks are only filled when the forklift engine is not running.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluations of each forklift operator's performance are conducted at least once every three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Load engaging means are fully lowered, with controls neutralized, power shut off and brakes set when a forklift is left unattended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift operators maintain a safe distance from the edge of ramps or platforms while using forklifts on any elevated dock or platform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead guards are provided in good condition to protect forklift operators from falling objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Forklift operators observe all traffic regulations, including authorized facility speed limits.

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Operators run their forklifts at a speed that will permit the vehicle to stop in a safe manner.

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Dock boards (bridge plates) are properly secured when loading or unloading from dock to forklift.

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Forklift operators do not engage in stunt driving or horseplay, which are prohibited.

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All loads are stable, safely arranged, and fit within the rated capacity of the forklift.

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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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