

CHECKLIST | Warehousing Safety

Presented by Robison & Co Ltd

Inspector Name:	Date:
Inspector Signature:	

Warehouse workers are often injured due to using forklifts unsafely, stacking products improperly, failing to use personal protective equipment (PPE), failing to follow isolation/lock-out procedures, failing to comply with fire safety provisions and performing repetitive motions frequently.

LOADING BAYS	COMPLETED: YES	COMPLETED: NO	COMMENTS
Drive forklifts slowly on bays and plates.	<input type="checkbox"/>	<input type="checkbox"/>	
Secure bay plates and check to see if the plate can safely support the load.	<input type="checkbox"/>	<input type="checkbox"/>	
Stay clear of bay edges and never reverse a forklift to the bay's edge.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide visual warnings for employees near edges.	<input type="checkbox"/>	<input type="checkbox"/>	
Do not allow employees to 'bay jump'.	<input type="checkbox"/>	<input type="checkbox"/>	

FORKLIFTS	COMPLETED: YES	COMPLETED: NO	COMMENTS
Train, evaluate and certify all operators to ensure that they can operate forklifts safely.	<input type="checkbox"/>	<input type="checkbox"/>	
Properly maintain haulage equipment, including tyres.	<input type="checkbox"/>	<input type="checkbox"/>	
Before using a forklift, examine it for hazardous conditions which would make it unsafe to operate.	<input type="checkbox"/>	<input type="checkbox"/>	
Follow safety procedures for picking up, putting down and stacking loads.	<input type="checkbox"/>	<input type="checkbox"/>	
Drive safely, never exceeding 5 mph and slowdown in congested areas or those with slippery surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that the operator wears a seatbelt.	<input type="checkbox"/>	<input type="checkbox"/>	
Never drive up to a person standing in front of a fixed object such as a wall or stacked materials.	<input type="checkbox"/>	<input type="checkbox"/>	
Prohibit stunt driving and horseplay.	<input type="checkbox"/>	<input type="checkbox"/>	
Do not handle loads heavier than the weight capacity of the forklift.	<input type="checkbox"/>	<input type="checkbox"/>	
Remove unsafe or defective forklifts from service until the defect is properly repaired.	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain sufficiently safe clearances for aisles and at loading bays or passages where forklifts are used.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure adequate ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide covers and/or guardrails to protect workers.	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Robison & Co Ltd or legal counsel to address possible compliance requirements. © 2013, 2014-2015 Zywave, Inc. All rights reserved.

CHECKLIST | Warehousing Safety

Train employees on the hazards associated with the combustion by-products of forklift operation, such as carbon monoxide.	<input type="checkbox"/>	<input type="checkbox"/>	
---	--------------------------	--------------------------	--

CONVEYORS	COMPLETED: YES	COMPLETED: NO	COMMENTS
Inspect conveyors regularly.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that pinch points are adequately guarded.	<input type="checkbox"/>	<input type="checkbox"/>	
Develop ways of locking out conveyors and train employees in these procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide proper lighting and working surfaces in the area surrounding the conveyor.	<input type="checkbox"/>	<input type="checkbox"/>	

MATERIALS STORAGE	COMPLETED: YES	COMPLETED: NO	COMMENTS
Stack loads evenly and straight.	<input type="checkbox"/>	<input type="checkbox"/>	
Place heavier loads on lower or middle shelves.	<input type="checkbox"/>	<input type="checkbox"/>	
Remove one object at a time from shelving.	<input type="checkbox"/>	<input type="checkbox"/>	
Keep aisles and passageways clear and in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	

MANUAL LIFTING AND HANDLING	COMPLETED: YES	COMPLETED: NO	COMMENTS
Stack loads evenly and straight.	<input type="checkbox"/>	<input type="checkbox"/>	
Place heavier loads on lower or middle shelves.	<input type="checkbox"/>	<input type="checkbox"/>	
Lift properly and get a co-worker to help if a product is too heavy.	<input type="checkbox"/>	<input type="checkbox"/>	

HAZARD COMMUNICATION	COMPLETED: YES	COMPLETED: NO	COMMENTS
Maintain Safety Data Sheets (SDS) for each chemical used at your facility.	<input type="checkbox"/>	<input type="checkbox"/>	
Follow SDS instructions for handling products.	<input type="checkbox"/>	<input type="checkbox"/>	
Train employees on the risks of each chemical being stored.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide spill clean-up kits in any areas where chemicals are stored.	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Robison & Co Ltd or legal counsel to address possible compliance requirements. © 2013, 2014-2015 Zywave, Inc. All rights reserved.

CHECKLIST | Warehousing Safety

Create a written spill clean-up plan.	<input type="checkbox"/>	<input type="checkbox"/>	
Train employees to clean up spills, protect themselves and properly dispose of used materials.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide proper PPE and enforce its use.	<input type="checkbox"/>	<input type="checkbox"/>	
Store all chemicals safely and securely.	<input type="checkbox"/>	<input type="checkbox"/>	
Store chemicals away from forklift traffic areas.	<input type="checkbox"/>	<input type="checkbox"/>	

CHARGING STATIONS	COMPLETED: YES	COMPLETED: NO	COMMENTS
Prohibit smoking and open flames in and around charging stations.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide adequate ventilation to disperse fumes from gassing batteries.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that fire extinguishers are available and fully charged.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide proper PPE, such as rubber gloves, eye protection and face protection.	<input type="checkbox"/>	<input type="checkbox"/>	
Properly position forklifts and apply the brakes before attempting to change or charge batteries; follow required procedures when refuelling petrol- or LPG-fuelled forklifts.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide conveyors, overhead hoists or equivalent materials handling equipment for servicing batteries.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide an eye-washing station and safety shower facilities for employees exposed to battery acids.	<input type="checkbox"/>	<input type="checkbox"/>	

POOR ERGONOMICS	COMPLETED: YES	COMPLETED: NO	COMMENTS
Use powered equipment instead of requiring a manual lift of heavy materials, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	
Reduce lifts from shoulder height and from floor height by repositioning the shelf.	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure overhead lighting is adequate.	<input type="checkbox"/>	<input type="checkbox"/>	
Provide employees with task-oriented ergonomic training.	<input type="checkbox"/>	<input type="checkbox"/>	
Use your legs and keep your back in a natural position while lifting.	<input type="checkbox"/>	<input type="checkbox"/>	
Test the load to estimate its weight, size, bulk and to determine the proper lifting method.	<input type="checkbox"/>	<input type="checkbox"/>	
Ask for assistance with loads exceeding the maximum weight a person should lift safely without help.	<input type="checkbox"/>	<input type="checkbox"/>	
Keep floors clean and free of slip and trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	

This checklist is merely a guideline. It is neither meant to be exhaustive nor meant to be construed as legal advice. It does not address all potential compliance issues with federal, provincial or local standards. Consult your licenced commercial property and casualty representative at Robison & Co Ltd or legal counsel to address possible compliance requirements. © 2013, 2014-2015 Zywave, Inc. All rights reserved.