

Safety Checklist

WAREHOUSE / WHOLESALE OPERATIONS / TRUCKING

Supervisor: Alex Achille Date: 02/4/16
 Department/Area : ABC Warehouse

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

Material Handling

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