**Warehouse General Safety and Materials Handling Checklist**

This safety inspection template for general safety and materials handling can be used by safety and team managers to ensure an OSHA compliance and safe workplace.

By:

Date:

Time:

## General Safety

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Exposed or open loading dock doors and other areas that employees could fall 4 feet or more or walk off should be chained off, roped off or otherwise blocked.
 | Yes | No | N/A | Comments |
| 1. Floors and aisles are clear of clutter, electrical cords, hoses, spills and other hazards that could cause employees to slip, trip or fall.
 | Yes | No | N/A | Comments |
| 1. Proper work practices are factored into determining the time requirements for an employee to perform a task.
 | Yes | No | N/A | Comments |
| 1. Employees performing physical work have adequate periodic rest breaks to avoid fatigue levels that could result in a greater risk of accidents and reduced quality of work.
 | Yes | No | N/A | Comments |
| 1. Newly-hired employees receive general ergonomics training and task-specific training.
 | Yes | No | N/A | Comments |
| 1. The warehouse is well ventilated.
 | Yes | No | N/A | Comments |
| 1. Employees are instructed on how to avoid heat stress in hot, humid environments.
 | Yes | No | N/A | Comments |
| 1. Employees are instructed on how to work in cold environments.
 | Yes | No | N/A | Comments |
| 1. The facility has lockout/tagout procedures.
 | Yes | No | N/A | Comments |

## Materials Handling Safety

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. There are appropriately marked and sufficiently safe clearances for aisles and at loading docks or passageways where mechanical handling equipment is used.
 | Yes | No | N/A | Comments |
| 1. Loose/unboxed materials that might fall from a pile are properly stacked by blocking, interlocking or limiting the height of the pile to prevent falling hazards.
 | Yes | No | N/A | Comments |
| 1. 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.
 | Yes | No | N/A | Comments |
| 1. Storage areas are kept free from the accumulation of materials that could lead to tripping, fire, explosion or pest infestations.
 | Yes | No | N/A | Comments |
| 1. Excessive vegetation is removed from building entrances, work or traffic areas to prevent possible trip or fall hazards due to visual obstructions.
 | Yes | No | N/A | Comments |
| 1. Derail and/or bumper blocks are provided on spur railroad tracks where a rolling car could contact other cars being worked on and at entrances to buildings, work or traffic areas.
 | Yes | No | N/A | Comments |
| 1. Covers and/or guardrails are provided to protect personnel from the hazards of stair openings in floors, meter or equipment pits, and similar hazards.
 | Yes | No | N/A | Comments |
| 1. Personnel use proper lifting techniques.
 | Yes | No | N/A | Comments |
| 1. Elevators and hoists for lifting materials/containers are properly used with adequate safe clearances, no obstructions, appropriate signals, and directional warning signs.
 | Yes | No | N/A | Comments |

|  |
| --- |
| 1. Additional Comments:
 |