**Loading Dock Safety Checklist**

Employees who work on loading docks face constant special safety issues. Workers must not only be careful about what they are doing, but they must also be aware of others working around them, particularly of co-workers using various forms of material-handling equipment. This inspection should be completed regularly by dock supervisors or safety managers to ensure OSHA compliance and risk reduction.

By:

Date:

Time:

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| --- | --- | --- | --- | --- |
| 1. Are "Dock Lock" systems functional and maintained in working order, and chocks installed on trailers before loading? | Yes | No | N/A | Comments |
| 1. Are the floors of trailers and trucks always inspected before forklifts or pallet jacks are driven onto them? | Yes | No | N/A | Comments |
| 1. Are employees trained not to "dock jump", which can lead to severe ankle, knee and back injuries? | Yes | No | N/A | Comments |
| 1. If carbon monoxide is present, due to forklifts, heaters or idling vehicles, is ventilation adequate so that it does not exceed permissible exposure levels? | Yes | No | N/A | Comments |
| 1. Are operators observed following all traffic regulations, including authorized plant speed limits and maintaining a safe distance between trucks? | Yes | No | N/A | Comments |
| 1. Does each industrial truck have a warning horn or other device that can be clearly heard above the normal noise in the areas where operated? | Yes | No | N/A | Comments |
| 1. Is the landing gear on trailers always inspected by dock personnel and jack stands placed under trailers that are spotted at the dock? | Yes | No | N/A | Comments |
| 1. Do stairways and ladders from the dock floor to the dock meet OSHA specifications? | Yes | No | N/A | Comments |
| 1. Are pedestrians in dock area trained to walk in aisles striped by yellow tape or paint to identify walkway barriers, doorways, parking aisles, and vehicle lanes? | Yes | No | N/A | Comments |
| 1. Are pallet storage racks installed and properly braced per manufacturer's guidelines, with each post securely anchored to the floor? | Yes | No | N/A | Comments |
| 1. Is each section of the pallet rack’s maximum load clearly posted to avoid overloading and prevent damage to the racks? | Yes | No | N/A | Comments |
| 1. Are pallet racks visibly damaged by forklifts removed and disposed of properly? (i.e. Bent horizontal cross braces; Dings, dents, and damaged end pieces) | Yes | No | N/A | Comments |
| 1. Is material stacked on pallet racks kept greater than 18" from overhead sprinklers? | Yes | No | N/A | Comments |
| 1. Is the dock area inspected daily to ensure that emergency equipment is not blocked or damaged? | Yes | No | N/A | Comments |
| 1. Comments: | | | | |