

Warehouse Racking and Storage Checklist

A warehouse checklist is an essential process to ensure hazards are identified and communicated. Warehouses conditions can expose workers to numerous hazards including slips and falls, bodily strains and faulty equipment. Ensure your workplace is compliant with OSHA regulations and your workforce is kept as safe as possible. Ideal for warehouse and safety managers.

By:

Date:

Time:

1. Are bags, boxes, containers, bundles, etc. 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
2. Are sufficiently safe clearances maintained for aisles, between racks and at loading docks or passages where forklifts are used?	Yes	No	N/A	Comments
3. Are employees trained on the hazards associated with the combustion by products of forklift operation, such as carbon monoxide?	Yes	No	N/A	Comments

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4. Are forklift drivers trained to keep clear of dock edges and never back up forklifts to the dock's edge?	Yes	No	N/A	Comments
5. Are forklift drivers observed maintaining safe clearances for aisles and at loading docks by not placing material in travel aisles?	Yes	No	N/A	Comments
6. Are forklift drivers observed following safe procedures for picking up, putting down and stacking loads?	Yes	No	N/A	Comments
7. Are warnings or mirrors installed at intersections or blind corners where pedestrians cannot be seen by forklift operators?	Yes	No	N/A	Comments
8. Are the forklifts in your facility correctly designated for your type of operation (based on atmosphere, hazards of materials handled, etc.)?	Yes	No	N/A	Comments
9. Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?	Yes	No	N/A	Comments
10. Is powered equipment available to personnel handling material instead of requiring a manual lift for heavy materials?	Yes	No	N/A	Comments

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11. Are shelves and bins positioned at waist level to reduce lifts from shoulder height and from floor height?	Yes	No	N/A	Comments
12. Are employees who handle materials provided with task-oriented ergonomic training?	Yes	No	N/A	Comments
13. 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
14. Is each section of pallet rack's maximum load clearly posted to avoid overloading and prevent damage to the racks?	Yes	No	N/A	Comments
15. Are pallet racks visibly damaged from forklifts: i.e. Bent horizontal cross braces; Dings, dents, and damaged end pieces?	Yes	No	N/A	Comments
16. Is material stacked on pallet racks kept greater than 18" from overhead sprinklers?	Yes	No	N/A	Comments

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