

# 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.

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By:

Date:

Time:

1. Are "Dock Lock" systems functional and maintained in working order, and chocks installed on trailers before loading?	Yes	No	N/A	Comments
2. Are the floors of trailers and trucks always inspected before forklifts or pallet jacks are driven onto them?	Yes	No	N/A	Comments
3. Are employees trained not to "dock jump", which can lead to severe ankle, knee and back injuries?	Yes	No	N/A	Comments

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4. 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
5. Are operators observed following all traffic regulations, including authorized plant speed limits and maintaining a safe distance between trucks?	Yes	No	N/A	Comments
6. 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
7. 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
8. Do stairways and ladders from the dock floor to the dock meet OSHA specifications?	Yes	No	N/A	Comments
9. 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
10. 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

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11. 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
12. 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
13. Is material stacked on pallet racks kept greater than 18" from overhead sprinklers?	Yes	No	N/A	Comments
14. Is the dock area inspected daily to ensure that emergency equipment is not blocked or damaged?	Yes	No	N/A	Comments
15. Comments:				

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