**Warehouse Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**General**

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| Are floors aisles and walkways clear of clutter, electrical cords, hoses, spills, and other hazards that could cause employees to slip, trip or fall? |
| Is overall housekeeping in good order, with trash disposed of correctly and equipment put back in its designated place? |
| Is warehouse is well ventilated and without any worker complaints of poor air quality? |
| Are all ergonomic (including lifting) and health procedures adhered to provide optimal and safe working environment for all employees and other workers? |
| Are all employees and other workers trained on all potential safety hazards and ergonomic risks? |
| Are all workers trained on how to deal with extreme (hot/cold) environments, if applicable to the facility? |
| If lockout/tagout procedures are used, are all workers trained and competent on the procedure? |
| Are separate safety protocols in place to manage approach of delivery vehicles (road, rail)? |
| Are floor openings adequately covered or guarded to prevent accidental tripping or falling in? |
| Are elevators, aerial lifts, hoists, and cranes used with appropriate signals and posted warning signs. |
| Are elevators, aerial lifts, hoists, and cranes properly used with sufficient floor-to-ceiling clearances and no obstructions, appropriate signals, and directional warning signs. |
| If carbon monoxide is present, due to forklifts, heaters, or idling vehicles, is ventilation adequate so that it does not exceed permissible exposure levels? |

**Loading Dock**

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| Does the loading dock area have adequate floor-to-ceiling clearances where mechanical handling equipment is used? |
| Are 'Danger of Falling' warning signs posted near loading dock doors and stage? |
| Are exposed or open loading dock doors and other areas that employees could fall 4 feet or more or walk off chained or roped off, or otherwise blocked. |
| Are "Dock Lock" systems functional and maintained in working order, and chocks installed on trailers before loading? |
| Are the floors of trailers and trucks always inspected before forklifts or pallet jacks are driven onto them? |
| Are employees trained not to "dock jump" which can lead to safety incidents? |
| Are operators observed following all traffic regulations, including authorized plant speed limits, and maintaining a safe distance between trucks? |
| 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? |
| Is the landing gear on trailers always inspected by dock personnel and jack stands placed under trailers that are spotted at the dock? |
| Do stairways and ladders from the dock floor to the dock meet OSHA specifications? |
| 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? |
| Are pallet storage racks installed and properly braced per manufacturer's guidelines, with each post securely anchored to the floor? |
| Is each section of the pallet rack’s maximum load clearly posted to avoid overloading and prevent damage to the racks? |
| Are pallet racks visibly damaged by forklifts removed and disposed of properly? (i.e., Bent horizontal cross braces; Dings, dents, and damaged end pieces) |
| Is material stacked on pallet racks kept greater than 18" from overhead sprinklers? |
| Is the dock area inspected daily to ensure that emergency equipment is not blocked or damaged? |

**Racking and Storage**

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| Are boxes, bags or containers of materials or items properly stacked and stabilized by blocking, interlocking, or limiting the height of the pile, to prevent boxes falling from height? |
| Do aisles and passageways have adequate floor-to-ceiling clearances where mechanical handling equipment is used? |
| Are any stacked bags, containers, bundles stacked, blocked, interlocked, and limited in height so that they are stable and secure to prevent sliding, collapse or fall from height? |
| Are storage areas kept free from the build of materials or debris that could lead to tripping, fire, explosion, pest, or mold infestations. |
| Are sufficiently safe clearances maintained for aisles, between racks and at loading docks or passages where forklifts are used? |
| Are employees trained on the hazards associated with the combustion by products of forklift operation, such as carbon monoxide? |
| Are forklift drivers trained to keep clear of dock edges and never back up forklifts to the dock's edge? |
| Are forklift drivers observed maintaining safe clearances for aisles and at loading docks by not placing material in travel aisles? |
| Are forklift drivers observed following safe procedures for picking up, putting down and stacking loads? |
| Are warnings or mirrors installed at intersections or blind corners where pedestrians cannot be seen by forklift operators? |
| Are the forklifts in your facility correctly designated for your type of operation (based on atmosphere, hazards of materials handled, etc.)? |
| 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? |
| Is powered equipment available to personnel handling material instead of requiring a manual lift for heavy materials? |
| Are shelves and bins positioned at waist level to reduce lifts from shoulder height and from floor height? |
| Are employees who handle materials provided with task-oriented ergonomic training? |
| Are pallet storage racks installed and properly braced per manufacturer's guidelines, with each post securely anchored to the floor? |
| Is each section of pallet rack’s maximum load clearly posted to avoid overloading and prevent damage to the racks? |
| Are pallet racks visibly damaged from forklifts: i.e., Bent horizontal cross braces; Dings, dents, and damaged end pieces? |
| Is material stacked on pallet racks kept greater than 18" from overhead sprinklers? |

**For Additional Inspection Items, See Following Checklists:**

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| *Aerial Lift* |
| *Elevated Surface* |
| *Powered Industrial Vehicle* |
| *Hazard Communication* |
| *Ladders* |
| *LOTO* |
| *Slips, Trips and Falls* |
| *Ventilation Air Quality* |