



## Furniture Warehouse Safety Checklist

### Helping you conduct safety self-inspections

#### SELF-INSPECTION

The most widely accepted way to identify hazards in the home furnishings warehouse is to conduct safety self-inspections. You can only be certain that actual situations exist in the warehouse if you check them from time to time.

Begin a program of self-inspection in your warehouse. Self-inspection is necessary if you are to know where probable hazards exist and whether they are under control.

This document contains safety inspection checklists designed to help you evaluate your work areas. They will give you some indication of where you should take action to make your warehouse safer and more healthier for your employees.

#### THESE CHECKLISTS ARE NOT ALL INCLUSIVE.

*You may wish to add to them or delete portions that do not apply to your workplace. Consider carefully each item as you come to it and then make your decision. Do not spend time with items that have no application to your warehouse. Make sure you check each item on the list and leave nothing to memory or chance. Write down what you see (or do not see) and what you think should be done about it.*

## GENERAL SAFETY

- ☐ 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.
- ☐ Floors and aisles are clear of clutter, electrical cords, hoses, spills and other hazards that could cause employees to slip, trip or fall.
- ☐ Proper work practices are factored into determining the time requirements for an employee to perform a task.
- ☐ Employees performing physical work have adequate periodic rest breaks to avoid fatigue levels that could result in greater risk of accidents and reduced quality of work.
- ☐ Newly-hired employees receive general ergonomics training and task-specific training.
- ☐ The warehouse is well ventilated.
- ☐ Employees are instructed to how to avoid heat stress in hot, humid environments.
- ☐ Employees are instructed on how to work in cold environments.
- ☐ The facility has lockout procedures.

## MATERIALS HANDLING SAFETY

- ☐ There are appropriately marked and sufficiently safe clearance for aisles and at loading docks or passageways where mechanical handling equipment is used.
- ☐ Loose/unboxed materials which might fall from a pile are properly stacked by blocking, interlocking or limiting the height of the pile to prevent falling hazards.
- ☐ 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.
- ☐ Storage areas are kept free from accumulation of materials that could lead to tripping, fire, explosion or pest infestations.
- ☐ Covers and/or guardrails are provided to protect personnel from the hazards of stair openings in floors, meter or equipment pits and similar hazards.
- ☐ Personnel use proper lifting techniques.

# FORKLIFT SAFETY

- ☐ Concentrations of noxious gases and fumes are kept below acceptable levels.
- ☐ Forklift operators are competent to operate a vehicle safely as demonstrated by successful completion of training and evaluation conducted and certified by persons with the knowledge, training and experience to train operators and evaluate their performance.
- ☐ Refresher training and evaluations are conducted whenever an operator has been observed operating the vehicle in an unsafe manner or has been involved in an accident or a near-miss incident.
- ☐ Refresher training and evaluation is conducted whenever an operator is assigned to drive a different type of truck or whenever a condition in the warehouse changes in a manner that could affect safe operation of the truck.
- ☐ Evaluations of each operator's performance are conducted at least once every three years.
- ☐ Load engaging means are fully lowered, with controls neutralized, power shut off and brakes set when a forklift is left unattended.
- ☐ Operators maintain a safe distance from the edge of ramps or platforms while using forklifts on any elevated dock or platform.
- ☐ There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.
- ☐ Operators observe all traffic regulations, including authorized warehouse speed limits.
- ☐ Drivers are required to look in the direction of and keep a clear view of the path of travel.
- ☐ Operators run their trucks at a speed that will permit the vehicle to stop in a safe manner.
- ☐ Stunt driving and horseplay are prohibited.
- ☐ All loads are stable, safely arranged and fit within the rated capacity of the truck.
- ☐ Operators fill fuel tanks only when the engine is not running.

## COMMENTS

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