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| **BLR** |  | **Warehouse Safety** |
| **Audit** |  |  |
| **Checklists** |  |  |
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|  |  | **Checklist** |
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**Warehouse Safety Checklist**

**YES** **NO**



**Good Housekeeping**

◆ Are all areas kept clean and neat, with everything in its proper place? ❏ ❏

* Is lighting in all parts of the warehouse adequate, and are bulbs replaced on a schedule before they burn out?
* Are floors and aisles kept clear at all times?
* Is any loose flooring or other tripping hazard reported immediately and repaired or removed promptly?
* Are any spills cleaned up immediately?
* Are materials stored so that they don’t block sprinklers, fire exits, or fire extinguishers?
* Are employees careful not to leave sharp objects lying out or protruding into aisles?
* Is all trash disposed of immediately in proper containers?



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**Safe Work Habits**

* Do all warehouse workers follow safety rules and make safety a constant priority?
* Do all employees who enter the warehouse obey danger, warning, and caution signs and signals?
* Do workers pay attention to where they’re going and what they’re doing?
* Do employees walk rather than run in the warehouse?

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**YES** **NO**

◆ Do employees hand rather than throw materials and tools to others? ❏ ❏

* Do warehouse employees refrain from engaging in horseplay on the job?



**PPE**

* Do warehouse employees always wear required personal protective equipment (PPE), including:

—Hard hats? —Heavy gloves?

—Protective shoes with nonskid soles? —Protective glasses and clothing?

* Is required PPE always readily available to employees as well as visitors to the warehouse?
* Is it maintained in good condition and replaced when worn out or damaged?
* Do you post signs at key spots around the warehouse and at all entrances reminding employees to wear required PPE?



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**Materials Handling**

* Do workers always take the time to plan the best means to move a load before they begin?
* Do they check the route and remove any obstacles or choose a clearer path?
* Do they check to make sure that the destination has enough space for the load and any materials handling equipment?
* Do employees use safe lifting and carrying techniques at all times?

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**YES** **NO**



**Dollies and Hand Trucks**

* Do employees minimize manual lifting and carrying by using

appropriate equipment to bear the load? ❏ ❏

* Do employees place heavy objects on the bottom and secure bulky

or awkward items? ❏ ❏

* Do they make sure they can see over the load before they begin to move it?
* Do they always push (rather than pull) a load and lean in the direction in which they’re going?
* Do they keep a load ahead of them when going downhill?



**Powered Vehicles**

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| ◆ Do employees operate powered vehicles only if they have been |  |  |  |  |
| trained and authorized to do so? | ❏ | ❏ |  |  |
| ◆ Do they carefully inspect and maintain powered vehicles? | ❏ | ❏ |  |  |
| ◆ Do they obey speed limits at all times? | ❏ | ❏ |  |  |
| ◆ Do they refrain from carrying passengers? | ❏ | ❏ |  |  |
| ◆ Do they practice safe driving and obey all traffic rules? | ❏ | ❏ |  |  |
| ◆ Do they always avoid standing or walking under raised forks? | ❏ | ❏ |  |  |
| ◆ Do they drive with forks and loads low and tilted back? | ❏ | ❏ |  |  |
| ◆ Do they park forklifts with forks low and flat, brake set, and |  |  |  |  |
| key removed? | ❏ | ❏ | ☞ |  |
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