



# WCF Safety Topic: LOADING DOCK SAFETY CHECKLIST

	Yes	No
<b>TRAINING</b>		
Is safety and health training provided to dock workers?		
Are written safety/health rules provided to dock workers?		
Is motorized and non-motorized equipment training provided to dock workers? (ie. forklifts, pallet movers, pickers, etc.)		
Is refresher training provided annually to all dock workers?		
Are dock workers trained in safe lifting and manual handling techniques?		
Are dock workers trained in the safe handling, storage, and use of controlled products?		
Are dock workers trained in proper wheel chocking procedures?		
Are dock workers trained in the proper use of dock levelers or bridge plates?		
Are safety talks held with dock workers on a regular basis?		
Are dock workers trained to secure loads for transport?		
<b>HOUSEKEEPING</b>		
Is general housekeeping maintained?		
Are floors swept daily?		
Are floors washed regularly?		
Are provided refuse containers emptied daily?		
Are washrooms and lunch facilities clean?		
<b>MATERIAL HANDLING EQUIPMENT</b>		
Does motorized equipment have the following?		
Lights?		
Horn?		
Emergency brakes?		
Operator's manual?		
Daily operator safety checklist?		

	Yes	No
<b>LOADING AREA</b>		
Are dock approaches free from potholes or deteriorated pavement?		
Are dock bumpers in good repair?		
Are trailer positions marked with lines or lights for accurate trailer spotting?		
After trailers are spotted, are trailer dollies dropped?		
Are trailer wheel chocks used to block trailers and prevent movement during loading and unloading operations?		
Are there two trailer wheel chocks for each trailer?		
Are trailer wheel chocks chained to the building?		
Are warning signs or warning lights in use?		
If dock levelers are used, are they in proper working order?		
Is the leveler or dock plate capacity adequate given typical load weights, lift truck speeds, ramp inclines, and frequency of use?		
<b>OTHER</b>		
Are truck drivers provided with a place away from the loading dock to wait while their trailer is being loaded or unloaded?		
Are truck engines turned off during the loading or unloading operation?		
Do all dock workers and visitors wear personal protective equipment when required? (i.e., protective footwear, gloves, hearing protection, eye protection, etc.)		
Are carbon monoxide levels monitored to evaluate dock worker exposure?		
Are their controls measures in place to maintain carbon monoxide levels as low as is reasonably practicable?		
Is lighting adequate for task being performed?		
Is the first aid kit fully stocked and in an area of accessibility?		
Are fire extinguishers fully charged and accessible?		
Are emergency exits kept unblocked?		