

Monthly Workplace Safety
and Health Self-Inspection
WAREHOUSES

FACILITY _____

FOR MONTH OF _____

INSPECTED BY _____

DURATION OF INSPECTION _____

DATE / TIME _____

INSTRUCTIONS: *This checklist is intended to help focus attention on the equipment, and commodities at a typical warehouse operation and the most common activities associated with materials handling and storage. It is likely additional areas of concern for safety and health may exist within a particular warehouse based on the unique materials and activities within. Therefore, the user should add additional check points on this form to address those specific hazards. Place an "X" in the box by each item that best describes its condition.*

NA = Not Apply
A = Acceptable
U = Unacceptable
C = Corrected during inspection

Warehouse Areas Addressed:

- I. General Warehouse Areas**
- II. Dock Area (Exterior)**
- III. Dock Areas (Interior)**
- IV. Equipment**
- V. Sanitation**
- VI. Training & General Safety**



Through OSHA's Alliance Program, this Safety Alert was developed through the OSHA & IWLA Alliance for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.

I. GENERAL WAREHOUSE AREAS	NA	A	U	C
<p>1 Are aisles clear and open for material transfers? <i>No product shall be stored in aisles where it blocks equipment maneuvering.</i></p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>2 Are floor and rack storage limits properly posted? <i>One sign near the entrance of the warehouse should indicate the floor rating. All racks should be labeled with load ratings.</i></p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>3 Are rack uprights and beams in good condition? <i>Bent racks and beams must be repaired or replaced. All racks should be bolted to the floor.</i></p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>4 Are designated open areas clear of blockage? <i>Such areas include 18 inch perimeters along interior walls as well as electrical panels and eye wash units.</i></p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>5 Are fire extinguishers and overhead fire sprinklers up to date for inspections, in good condition, where they belong and unobstructed? <i>Verify employees have received appropriate training and education.</i></p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>6 Are all emergency exits clear of blockage and are the exit signs in good condition? <i>Inspect both inside and outside for blockage of the exits. All exit signs should be lit & all emergency lights tested.</i></p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>7 Pallets must be in good condition. Empties must be stored properly. No broken or protruding wood or nails. No pallets on edge. Avoid storing empty pallets in quantities or densities in excess of O.H. fire sprinkler combustible load ratings.</p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>8 Are overhead lighting, skylights and roofs in good condition? <i>Check for leaks, broken panels / light bulbs and missing bulb shields.</i></p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				
<p>9 Loose/unboxed materials which might fall from a stack are properly stored by blocking, interlocking or limiting the height of the pile to prevent falling hazards. Insure product stack heights are enforced to prevent container crushing and falling materials.</p> <p style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p> <p>CORRECTIVE ACTION _____ _____</p>				

10 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.

CORRECTIVE ACTION _____

11 Derail and/or bumper blocks are provided on spur railroad tracks where a rolling car could contact other cars being worked on or roll out into entrances to buildings, work or traffic areas.

CORRECTIVE ACTION _____

12 Guardrails and/or covers are provided to protect personnel from the hazards of open sides of stairs, platforms, floor openings, floor holes, mezzanines, equipment pits, and other possible fall hazards.

CORRECTIVE ACTION _____

13 Elevators and hoists for lifting items are properly used, have adequate / safe clearances, no obstructions, appropriate signals and directional warning signs. Documented annual inspections by licensed inspector are posted on the equipment and on file.

CORRECTIVE ACTION _____

14 All hazardous materials' containers are properly labeled, indicating the chemical's identity, the manufacturer's name and address, and appropriate hazard warnings.

CORRECTIVE ACTION _____

15 There is a system in place and periodically evaluated to insure each new chemical procured or received is checked to insure it is accompanied by a MSDS.

CORRECTIVE ACTION _____

16 MSDS book is up to date (annual inventory of chemicals), accessible, and well organized.

CORRECTIVE ACTION _____

17 Employees use proper personal protective equipment when handling chemicals.

CORRECTIVE ACTION _____

18 All chemicals are stored according to the manufacturer's recommendations and local or national fire codes. (*i.e. flammable cabinets, cans, etc.*)

CORRECTIVE ACTION _____

19 Employees use proper lifting technique for the materials being handled.

CORRECTIVE ACTION _____

20 Products and containers that are most frequently moved by hand are stored at rack heights that minimize bending / stooping or excess reach to pick up or place?

CORRECTIVE ACTION _____

I. GENERAL WAREHOUSE AREAS TOTALS

(Add the number of marks in each category / block above)

TOTALS =

II. DOCK AREAS+B197 - Exterior

21 Are approach roads and staging areas (yard) clear for maneuvering, well drained, free of potholes and are all signs in place and legible?

CORRECTIVE ACTION _____

22 Is the approach to the dock well drained and free from potholes or other obstructions?
Pay particular attention to snow, ice, storm water and debris build up.

CORRECTIVE ACTION _____

23 Are dock positions clearly marked with painted lines that the drivers can see to help them spot their trailer accurately?

CORRECTIVE ACTION _____

24 Are all exterior lights working properly?
This item will need to be inspected during the evening when lights are functioning.

CORRECTIVE ACTION _____

25 Are wheel chocks and/or trailer restraint systems working properly?*If trailer restraint systems are in use remember to inspect for proper locking and indicator light function both inside and outside. Insure tractors are disconnected from trailer.*

CORRECTIVE ACTION _____

26 Are "attractive nuisances" controlled or removed from around the facility?
An attractive nuisance is any feature that might attract children, vandals, vagrants or other undesirable activities (i.e. concrete culverts, stacks of pallets, etc.).

CORRECTIVE ACTION _____

II. DOCK AREAS - Exterior TOTALS

(Add the number of marks in each category / block above)

TOTALS =

III. DOCK AREAS - Interior

27 Are visitors and drivers remaining in designated safe areas and walkways?

CORRECTIVE ACTION _____

28 Are all interior overhead lights and trailer lights in the dock area operating properly? *Test all lights that might be off at time of inspection to be sure they work properly.*

CORRECTIVE ACTION _____

29 Do dock doors work properly and close completely? *Ensure that all doors in use open and close smoothly. Inspect automatic stops and auto-reversing functions on powered doors.*

CORRECTIVE ACTION _____

30 Are dock doors closed when not in use? *Closed doors should seal well with the floor and dock leveling plate.*

CORRECTIVE ACTION _____

31 Is there sufficient room to maneuver materials? *Dock area floors should be clean and free of trash, debris, or stored items that block the safe passage of loaded equipment.*

CORRECTIVE ACTION _____

32 Are there sufficient waste cans for the area and are those cans properly labeled and emptied on a regular basis? *In general are floors, ceilings, and exhaust fans clean and free of cobwebs and dust buildup?*

CORRECTIVE ACTION _____

33 Is there adequate natural or mechanical ventilation to control any potential atmospheric hazards? *Where propane powered equipment is in use the ventilation must be tested to rule out excess carbon dioxide/monoxide. An Industrial Hygienist may need to do testing.*

CORRECTIVE ACTION _____

III. DOCK AREAS - Interior TOTALS
(Add the number of marks in each category / block above) **TOTALS =**

IV. EQUIPMENT

34 Inspect all ladders and hand tools and indicate here that they are in good condition or in need of any repair.

NOTE: remove any unsafe equipment from service while awaiting repair.

CORRECTIVE ACTION _____

35 Inspect all ladders and hand tools and indicate here that they are in good condition or in need of any repair.

NOTE: remove any unsafe equipment from service while awaiting repair.

CORRECTIVE ACTION _____

36 Are forklifts being operated safely and inspected at the start of every shift?
Observe powered industrial truck operations and review training certifications to confirm operators have been adequately trained and evaluated.

CORRECTIVE ACTION _____

37 Do forklifts have functioning warning devices such as back-up alarms, strobes, or horns?
Test equipment as needed, report repairs, and tag out equipment that is unsafe until repairs are made.

CORRECTIVE ACTION _____

38 Are battery charging/changing areas designated for that purpose and contain appropriate emergency flushing facilities(i.e. eyewash and shower)?

CORRECTIVE ACTION _____

39 Are guards in place for any hazard points on moving equipment such as belt guards on compressors or conveyors?
Inspect all powered work tools as well (i.e. cords, insulation, shrouds, casing, guards, etc.).

CORRECTIVE ACTION _____

40 Are propane tanks stored correctly and are the tank exchange and/or tank filling areas properly maintained?
Appropriate signs are in place and area is free of trash.

CORRECTIVE ACTION _____

41 Are all fire sprinkler control valves in their open position?
Do a visual check to insure the valves are fully open.

CORRECTIVE ACTION _____

42 Do all, powered industrial trucks (i.e. forklifts) meet the design and construction requirements established in American National Standards, Part II ANSI B56.1-1969?
No modifications or additions to the lift have been made without manufacturer's written approval.

CORRECTIVE ACTION _____

43 The original capacity, operation and maintenance instruction plates, tags or decals on powered industrial trucks are in place and legible. All authorized equipment and accessory modifications are also identified on those labels/tags/decals.

CORRECTIVE ACTION _____

44 Forklifts that are used in hazardous locations (i.e. around flammable materials) are properly marked / labeled / tagged for the specific hazardous location.

CORRECTIVE ACTION _____

45 Battery exchange conveyors, overhead hoists or equivalent materials handling equipment are in use where provided and reinstalled batteries are properly positioned and secured while forklift is properly positioned with brakes applied prior to battery exchange.

CORRECTIVE ACTION _____

46 Carboy tilters or siphons rated for the specific corrosive material are used for handling electrolytes and are stored in an appropriate area (i.e. corrosives cabinet or other protected, designated and segregated area).

CORRECTIVE ACTION _____

47 Battery vent caps are in place, in good working condition with vents open and clear.

CORRECTIVE ACTION _____

48 Hot Work Permit process or other documented / dedicated processes are in place to prevent smoking, welding, grinding or other ignition sources from battery charging functions and other flammable materials areas.

CORRECTIVE ACTION _____

49 Tools and other spark producing metallic objects are kept away from the top of uncovered batteries.

CORRECTIVE ACTION _____

IV EQUIPMENT

(Add the number of marks in each category / block above)

TOTALS =

V. SANITATION (for food storage facilities)

50 Are rodent and other pest control devices in place and in proper working condition?

Look for missing or damaged traps and check fly zappers as well.

CORRECTIVE ACTION _____

51 Are aisles, wall perimeters, exterior areas near the building, trash cans and dumpsters free of loose trash and debris?

CORRECTIVE ACTION _____

52 Are stored products in good condition and free of spillage / breakage?

CORRECTIVE ACTION _____

53 Are stocks properly dated and documented for best rotation control?

First In First Out.

CORRECTIVE ACTION _____

54 Are products which are broken, damaged or otherwise removed from distribution properly labeled, segregated (if required), disposed of or recouped?

CORRECTIVE ACTION _____

55 Are the storage areas free of pests?
 Look for signs of pests such as dead insects, container damage caused by feeding, droppings, feathers, etc.
 CORRECTIVE ACTION _____

V. SANITATION (For Food Storage Facilities)

(Add the number of marks in each category / block above)

TOTALS =

VI. TRAINING & GENERAL SAFETY

56 Are all employees properly trained and is training and certification up to date?
 Inspect records to verify training is documented and up to date.
 CORRECTIVE ACTION _____

57 Are emergency evacuation routes and guidelines posted?
 CORRECTIVE ACTION _____

58 Are the appropriate OSHA and Employee Rights posters posted in a conspicuous place?
 CORRECTIVE ACTION _____

59 Are your employees actively and meaningfully involved in workplace safety programs? (i.e. participate in accident investigations, self inspection, committees, etc.)
 CORRECTIVE ACTION _____

60 Are accidents, near misses and injuries being investigated and are unsafe conditions being corrected, reported/documented in a timely manner?
 CORRECTIVE ACTION _____

61 Are MSDS available to employees and are they up to date and complete?
 CORRECTIVE ACTION _____

62 Are location security process and equipment in place and operating well?
 Inspect identification badges, uniforms, and intrusion alarms. Verify monitoring services and equipment tests.
 CORRECTIVE ACTION _____

63 Are proper and safe work practices factored in when determining the appropriate time requirements to perform tasks?

CORRECTIVE ACTION _____

64 Employees are properly trained and outfitted for weather / temperature extremes. (i.e. heat stress, cold weather, refrigerated storage areas, etc.)

CORRECTIVE ACTION _____

65 Newly-hired employees receive documented general material handling and task specific ergonomics training.
Verify through observations that employees practice safe lifting techniques on the job.

CORRECTIVE ACTION _____

66 All employees are trained in the requirements of the hazard communication standard.
Including a review of each MSDS and the specifics of existing and potential hazards of chemicals in the work place, precautions and safe work practices.

CORRECTIVE ACTION _____

67 All employee training is documented

CORRECTIVE ACTION _____

68 A documented pre-work program for review of all outside contractor activities is in place to insure the work they will perform and the materials they will use are compatible with the activities and materials in use in the area of their work.

CORRECTIVE ACTION _____

69 Refresher training and evaluation is conducted and documented whenever a powered industrial truck operator has been observed operating a vehicle in an unsafe manner or has been involved in an accident or a near-miss incident.

CORRECTIVE ACTION _____

70 Refresher training and evaluation is conducted and documented whenever a powered industrial truck operator is assigned to drive a different piece of equipment, attachment, or the nature of the employee's duties change in any way that might impact safety.

CORRECTIVE ACTION _____

71 Evaluations of each powered industrial truck operator's performance are conducted at least once every three years to verify they are working in accordance with established safe practices. Records are on file to document the evaluations.

CORRECTIVE ACTION _____

VI TRAINING AND GENERAL SAFETY
 (Add the number of marks in each category / block above) **TOTALS =**

OVERALL AUDIT INSPECTION RESULTS

INSTRUCTIONS: Total the number of marks in each of the boxes within each section below. Then perform the calculations shown below to compute your area's safety score.

NA = Not Apply: The item cited does not apply to your particular operation

A = Acceptable: The conditions within your area(s) comply with the audit item

U= Unacceptable: Some corrective action is required in order to comply with the audit issue

C = Corrected: The issue was found to be unacceptable but corrective action was taken during the audit

	NA	A	U	C
I. GENERAL WAREHOUSE AREAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
II. DOCK AREA - Exterior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
III. DOCK AREAS - Interior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IV. EQUIPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
V. SANITATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VI. TRAINING & GENERAL SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

$$\text{OVERALL SCORE} = \frac{\quad}{(A)} \div \left(\frac{\quad}{(A)} + \frac{\quad}{(U)} + \frac{\quad}{(C)} \right) \times 100$$

(Be Sure to add all three values within the parentheses before dividing into A)

OVERALL SCORE FOR THIS AUDIT = _____%

A SCORE BELOW 75% REQUIRES A FOLLOW-UP AUDIT IN 60 DAYS

ACKNOWLEDGEMENT: The undersigned supervisor / manager acknowledges that he/she has personally inspected all the items scored on this inspection and will follow-up as necessary to insure corrections cited are carried out.

Print Name _____
 Signature _____
 Date _____

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