

WAREHOUSE AND MATERIAL HANDLING

# SAFETY CHECKLIST

## PART I: OVERALL WAREHOUSE



# The Ultimate Checklist

## TO ENSURE WAREHOUSE SAFETY

The rate of fatal injuries in warehouses is higher than average across all U.S. industries. That's according to OSHA — the U.S. Occupational Safety and Health Administration.

### AND WHAT IS OSHA'S #1 SAFETY CONCERN?

The unsafe use of forklifts. That's because the most frequent OSHA safety violations in warehouses are lift truck accidents.

So what can you do to reduce the risk of accidents and injuries in your warehouse? And, especially, how can you avoid forklift safety incidents?

ELOKON, a global leader in automated forklift safety technology, has compiled this comprehensive Warehouse Safety Checklist, per OSHA guidelines.

Our Warehouse Safety Checklist has four parts:

**OVERALL WAREHOUSE SAFETY**

**HAZARDOUS MATERIALS SAFETY**

**GENERAL MATERIALS HANDLING SAFETY**

**FORKLIFT-SPECIFIC SAFETY**

This is Part I: Overall Warehouse Safety. We hope that reviewing these key points will help you make your warehouse a safer place to work.

For more information on ELOKON's safety technology, please visit <https://www.elokon.com/en-US/>.



## OVERALL WAREHOUSE SAFETY CHECKLIST

01

Conduct a site hazard assessment of the warehouse, including high-traffic intersections, doorways, blind spots, and ventilation. Identify and mitigate unsafe areas (e.g: install guardrails to separate vehicle and pedestrian travel lanes; remove vegetation around exterior doors that might block sightlines; ventilate areas where fumes might accumulate).



02

Ensure all warehouse floors and aisles are clear of clutter, spills, and other hazards that could cause employees to slip, trip, or fall.



03

Identify and block off (with rope or chain) any open areas, including loading dock doors, where employees could fall 4 feet or more. Provide visual warnings near the edges of all dock doors.



04

Implement facility-wide lockout / tagout procedures to prevent machinery from being accidentally energized and causing injuries.



05

Identify and mark pinch points on machinery (for example: conveyors).



06

Check that materials are stacked securely and safely to avoid dangerous situations (for example, unevenly stacked pallets, racks with heavier loads at the top, cluttered aisles, damaged racking).



07

As needed by job requirements, provide employees with proper personal protective equipment (PPE) and train them how to use it.



## OVERALL WAREHOUSE SAFETY CHECKLIST

- 08 Ensure warehouse has proper fire safety provisions, including an adequate number of emergency exits and working fire extinguishers. Ensure all emergency exits are unblocked.
- 09 Implement policies / procedures on emergency / fire evacuations, including conducting periodic drills and accounting for the location of all employees and visitors after evacuations.
- 10 Implement policies / procedures on mobile phone use in warehouse to avoid distracted workers (especially lift truck operators).
- 11 In calculating the time it should take employees to perform tasks, factor in safe work practices.
- 12 For employees who perform physical work, have a policy on adequate rest breaks, to avoid fatigue that could lead to accidents or poor work quality.
- 13 Give all new hires general safety and ergonomics training — including how to work safely in hot / humid and cold environments — as well as task-specific training.

ELOKON. **LEAD WITH SAFETY.**

ELOKON Inc.  
271 17th Street NW, Suite 1750  
Atlanta, GA 30363  
P. +1 (678) 293-4089 E. mail@elokon.com

ELOKON GmbH  
Gärtnerweg 49  
25436 Tornesch / GERMANY  
T. +49 4122 9570-0 E. info@elokon.com

ELOKON GmbH  
One Victoria Square  
Birmingham, B1 1BD West Midlands  
T. +44 121 3922499 E. info@elokon.co.uk

ELOKON Logistics Sp. z o.o.  
ul. Tytoniowa 22  
04-228 Warszawa / POLAND  
T. +48 228 127138 E. logistyka@elokon.pl

**ELOKON**  
www.elokon.com

Follow us:    