

Warehouse Safety Checklist

To be conducted Monthly by Warehouse Manager. Allow 20min to walk around and complete.

Conducted by: _____

Date: _____

General

- Review area items on hazard register, any past date or require action/ support to complete?
- Do staff report any concerns or ideas for improvement in the area?
[Talk to at least 3 staff]
- Is the general area clear and free from obstruction, spills or debris that might be a hazard to pedestrians or vehicles *e.g. water, dust or oil making ground slippery.*
- Supervisor completed weekly area checks, operators completed daily equipment pre-starts
[sample equipment]
- Are vehicles and pedestrian segregations used correctly *e.g. per traffic mgt plan*
- Lights clean and working correctly *e.g. not flickering*
- Workers using PPE *e.g. per area and task signage, and training/ instruction.*
- All safety signage is in good condition *e.g. restrictive area and traffic management signage, exit signage illuminated*
- Fire extinguishers or hose reels mounted, sign-posted and accessible
- Emergency exits free from obstructions and clearly marked
- First aid kit(s) provided & location clearly sign-posted
- Safety Notice board clean and up to date material?
- Tool box talks displayed on notice board? List last talk topic:
- Any pedestrian/ travel routes through warehouse are clearly indicated and obeyed?

Mobile Plant and Equipment

- Pre-start check for mobile plant conducted daily, with records maintained
- Mobile plant in good condition *e.g. seat belt functions, no broken lights*
- Traffic routes not obstructed, damaged or contain substances that could become a hazard *e.g. oil or dust making slippery*
- Designated parking areas clearly marked and unobstructed
- Lifting equipment and attachments checked with no signs of damage, SWL visible and manufacturers plaque legible.
- Access to danger/ tag out equipment in area.

Chemicals

- All chemicals labelled clearly
- SDS available for all chemicals, and included on chemical register *[sample at least 3 chemicals]*
- Spill containment equipment available and stocked

Loading & Unloading Area

- Site Loading Rules displayed at driver safety zone, and location of vehicle delivery.
- Only authorised persons unloading trucks on site *[observe and ask staff]*
- Vehicle delivery, if off-site *e.g. on side-road designated area established, and spotter used if busy street – delivery company following agreed safe procedure.*

Storage & Racking

- Mezzanine area: Goods in mezzanine floor properly secured

- Racking check completed at least quarterly per Section 23 Special Hazards – Racking Checklist.
- Racking, pallets and shelving in good condition (no signs of damage, bowing or cracks) with goods properly stacked and secured when stored above shoulder height *e.g. wrapped*
- Racking signage in good condition and racks loaded within listed capacity [*sample at least 2 bays*]
- Yard storage; racking and housekeeping in good condition, no signs of overloading or damage.
- Trolleys; stored away when not in use, in good condition, check wheels and handles.

Work Environment/ Tools

- Manual aids in good condition and used by workers appropriately
- Ladders stored in designated area, restricted use, and in good condition *e.g. no cracks, bending in rungs or signs of damage.*
- Do any staff experiencing physical difficult with tasks or finding manual aids inadequate/ not available when needed. *Ask staff.*
- Lifting equipment SWL and manufactures plaque clearly visible, within service date (per manufacturers recommendations)

CORRECTIVE ACTIONS

Any identified deficiencies shall be communicated to the management team and where not immediately rectifiable listed on the risk action register.

List Identified hazard and Recommended Control:

| Area/ Location | Hazard | Recommended Action | Completed* |
|----------------|--------|--------------------|------------|
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*If actions will take time or resources are required to complete enter onto a hazard register to monitor.