

## Safety Topic: LOADING DOCK SAFETY

# November



### Make Your Dock Is Safe:

Ensuring loading dock safety at your venue can be a challenge. To maintain safety a checklist can be used to assure a safe loading dock area.

### Key Safety Training Points:

- ☐ Make sure all team members are trained in dock safety practices and that rules are enforced.
- ☐ Ensure that wheel chocks are used on every vehicle at your dock.
- ☐ Protect pedestrians traveling through the venue by ensuring that operators of powered industrial trucks are trained to yield the right of way.
- ☐ Mark floors with yellow tape or paint to identify walkway barriers, doorways, parking aisles, and overhead obstacles.
- ☐ Protect people traveling through your venue from sharp corners. Place padding or guards around sharp corners.
- ☐ Put an inspection program in place to review palletized materials. If pallets are defective, the product should be moved to a safe pallet.
- ☐ Review venue ergonomics. Place heavier products at knee to chest high levels. Limit the amount of weight a worker must carry and allow for assisted lifting from other team members.
- ☐ Install guards on conveyor sprockets, gears, and rollers. All pinch points must be protected and labeled.
- ☐ Use plastic or metal banding to secure product to pallets for transportation or storage.
- ☐ Shrink-wrap loose product for transport or storage. It is very important to secure small items that might fall through the overhead guard of a lift truck.
- ☐ Clean out dock areas periodically to remove accumulated debris.
- ☐ Only allow OSHA documented, trained, authorized team members to operate powered hand trucks, hand jacks or forklifts.
- ☐ Inspect the dock area daily to ensure that emergency equipment is not blocked or damaged.
- ☐ Require all team members to use wheel chocks or trailer restraints at every bay. (This is not just a good idea - it's the law)
- ☐ Paint the dock edge a reflective yellow to provide a better view of the dock.
- ☐ Verify that ladders from the dock floor to the dock will meet OSHA specifications.
- ☐ Ensure that proper illumination for exit doors, docks, handrails, and steps comply with OSHA 1910.24. Identify and mark overhead hazards such as pipes, doors, electric wires.
- ☐ Prohibit dock jumping, which can lead to serious ankle, knee and back injuries.
- ☐ Make sure that dock plates and boards are designed for the loads and lift trucks used.
- ☐ Always inspect the floors of trailers and trucks before a forklift or pallet jack is driven onto them.
- ☐ Always inspect the landing gear and place jack stands under trailers that are spotted at your dock.
- ☐ Always make sure dock levelers are returned to the stored position after being used below dock. This will eliminate a "void in the floor" and help prevent forklift cross traffic accidents.
- ☐ Provide a dock seal or dock shelter to keep rain and snow off loading docks which can cause slippery surfaces.

•For more information see OSCAR, the ASM Global Operations Website [ops.asmglobal.com](https://ops.asmglobal.com)