**Loading Dock Safety Checklist**

For any line items marked “no,” make adjustments until the answer is “yes.”

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| --- | --- | --- |
| Performed By: | Date: | |
| Location: | Time: | |
| Pallet jacks and dollies are stored out of the walkway in a designated 5S space. | | ☐ Yes   ☐ No |
| Cords for fans, computers, flex conveyors, etc. are properly secured out of the way. | | ☐ Yes   ☐ No |
| Locks on portable ladders are engaged when in use. | | ☐ Yes   ☐ No |
| Pedestrian walkways in the loading zone are clearly marked. | | ☐ Yes   ☐ No |
| Dock locks are engaged before the loading process begins. | | ☐ Yes   ☐ No |
| Employees perform a lockout tagout process when closing trailers for departure. | | ☐ Yes   ☐ No |
| Trailer plates are lowered while employees are loading trucks. | | ☐ Yes   ☐ No |
| Trailer doors are closed when trucks are not being loaded or unloaded. | | ☐ Yes   ☐ No |
| Empty pallets are stacked safely and stored in a safe location. | | ☐ Yes   ☐ No |
| Broken pallets are kept in a separate area for proper disposal. | | ☐ Yes   ☐ No |
| Step stools are stored in a designated 5S location when not in use. | | ☐ Yes   ☐ No |
| Trailer lights and fans are in working order for employees to safely load the trucks. | | ☐ Yes   ☐ No |
| Emergency exits are clear of clutter and storage items. | | ☐ Yes   ☐ No |
| Fire extinguishers have been recently inspected and are clearly visible. | | ☐ Yes   ☐ No |
| First aid kit is fully stocked. | | ☐ Yes   ☐ No |
| Mirrors are placed in blind spots where drivers might not see pedestrians. | | ☐ Yes   ☐ No |
| Pedestrians in the trailer yard wear high visibility vests always. | | ☐ Yes   ☐ No |
| Trucks leaving the trailer yard use a three-point turn to exit. | | ☐ Yes   ☐ No |
| Pedestrians use marked crosswalks and walkways when possible. | | ☐ Yes   ☐ No |