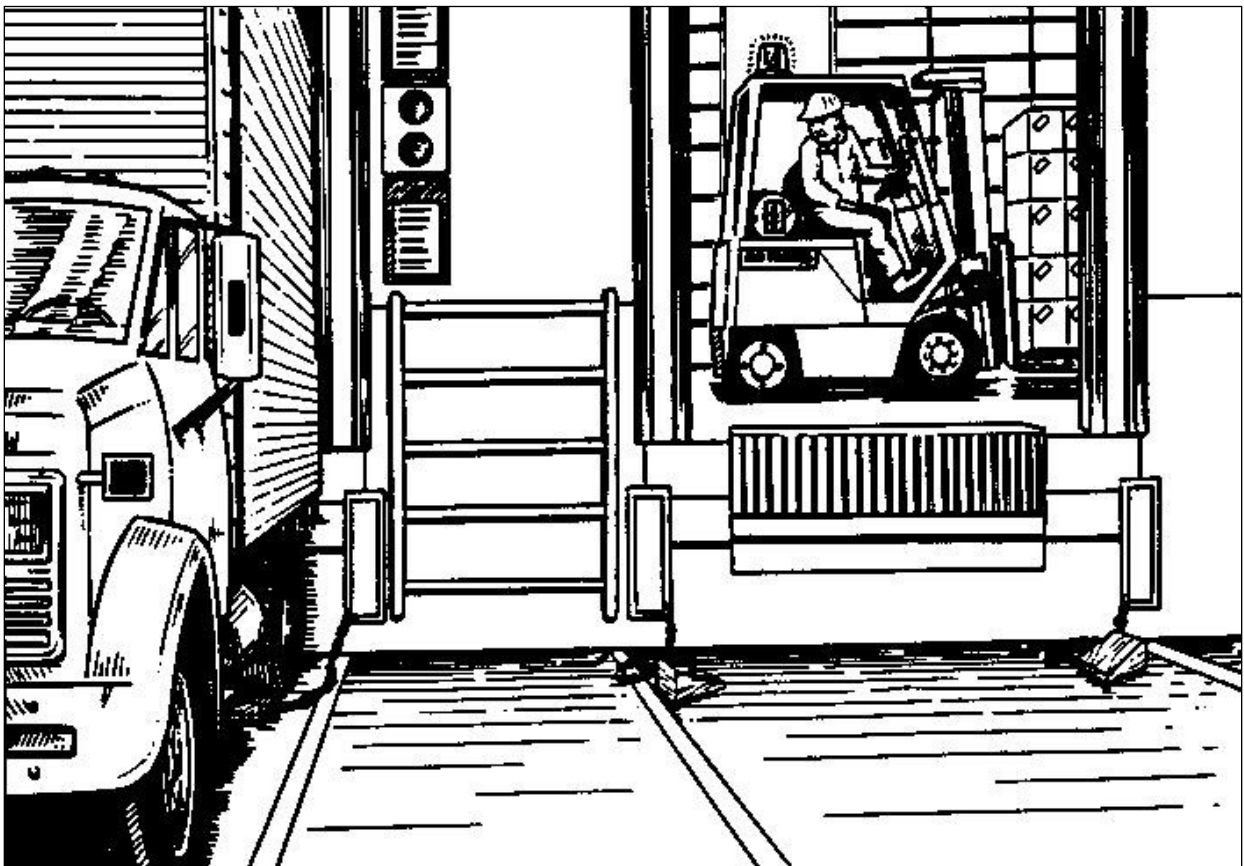


Loading Dock Safety

Loading docks are a hazardous part of the workplace and are a common area for worker injuries. This bulletin provides a checklist (on the back of this page) of activities to help control loading dock hazards and keep dock workers safe.



The checklist covers training, housekeeping (general cleaning), procedures and precautions related to the use of mobile equipment, the use of personal protective equipment, and more.

While the checklist provides a good starting point, it is not intended to be all-inclusive. Specific hazards vary from workplace to workplace. Other issues that might need consideration are space, storage of materials, ergonomic issues (risks for musculoskeletal injuries), tools, temperature, shift work, and so on.

After you have answered all the questions in the checklist, find any questions to which you've selected NO for the answer. These areas need to be addressed.

(see next page)



LOADING DOCK SAFETY CHECKLIST

<u>TRAINING</u>	<u>YES</u>	<u>NO</u>	<u>LOADING AREA</u>	<u>YES</u>	<u>NO</u>
Is safety and health training provided to dock workers?	<input type="checkbox"/>	<input type="checkbox"/>	Are dock approaches free from potholes or deteriorated pavement?	<input type="checkbox"/>	<input type="checkbox"/>
Are written safe work procedures readily available to dock workers?	<input type="checkbox"/>	<input type="checkbox"/>	Are dock bumpers in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Is motorized and non-motorized equipment training provided to dock workers (ie. powered lift trucks, pallet movers, pickers, etc.) including certification?	<input type="checkbox"/>	<input type="checkbox"/>	Are trailer positions marked with lines or lights for accurate trailer spotting?	<input type="checkbox"/>	<input type="checkbox"/>
Are equipment operators regularly evaluated to ensure they are maintaining competencies?	<input type="checkbox"/>	<input type="checkbox"/>	After trailers are spotted, are trailer dollies dropped?	<input type="checkbox"/>	<input type="checkbox"/>
Are dock workers trained in safe lifting and manual materials handling techniques?	<input type="checkbox"/>	<input type="checkbox"/>	Are trailer wheel chocks used to block trailers and prevent movement during loading and unloading operations?	<input type="checkbox"/>	<input type="checkbox"/>
Are dock workers trained in the safe handling, storage, and use of controlled products (WHMIS training)?	<input type="checkbox"/>	<input type="checkbox"/>	Are there two trailer wheel chocks for each trailer?	<input type="checkbox"/>	<input type="checkbox"/>
Are dock workers trained in proper wheel chocking procedures?	<input type="checkbox"/>	<input type="checkbox"/>	Are trailer wheel chocks chained to the building?	<input type="checkbox"/>	<input type="checkbox"/>
Are dock workers trained in the proper use of dock levellers or bridge plates?	<input type="checkbox"/>	<input type="checkbox"/>	Are warning signs or warning lights in use?	<input type="checkbox"/>	<input type="checkbox"/>
Are safety talks held with dock workers on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	If dock levellers are used, are they in proper working order?	<input type="checkbox"/>	<input type="checkbox"/>
Are dock workers trained to secure loads for transport?	<input type="checkbox"/>	<input type="checkbox"/>	Is the leveller or dock plate capacity adequate given typical load weights, lift truck speeds, ramp inclines, and frequency of use?	<input type="checkbox"/>	<input type="checkbox"/>
			Is the leveller or dock plate inspected/maintained per manufacturer specifications?	<input type="checkbox"/>	<input type="checkbox"/>
<u>HOUSEKEEPING</u>	<u>YES</u>	<u>NO</u>	<u>OTHER</u>	<u>YES</u>	<u>NO</u>
Is general housekeeping maintained?	<input type="checkbox"/>	<input type="checkbox"/>	Are truck drivers provided with a place away from the loading dock to wait while their trailer is being loaded or unloaded?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors swept daily?	<input type="checkbox"/>	<input type="checkbox"/>	Are truck engines turned off during the loading or unloading operation?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors washed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	Do all dock workers, truck drivers and visitors wear personal protective equipment (ie. protective footwear, gloves, hearing protection, eye protection, etc.) when required?	<input type="checkbox"/>	<input type="checkbox"/>
Is dock lighting in good repair/ properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	Are airborne hazards (ie. Carbon monoxide levels) monitored to evaluate dock worker exposure?	<input type="checkbox"/>	<input type="checkbox"/>
			Are there control measures in the workplace that are sufficient to eliminate risks posed by controlled products and chemical and biological substances (as outlined in MR 217/2006 parts 35 and 36)?	<input type="checkbox"/>	<input type="checkbox"/>
<u>MATERIAL HANDLING EQUIPMENT</u>	<u>YES</u>	<u>NO</u>	Is lighting adequate for tasks being performed?	<input type="checkbox"/>	<input type="checkbox"/>
Does motorized equipment have the following?			Is the first aid kit fully stocked and in an area of accessibility?	<input type="checkbox"/>	<input type="checkbox"/>
- Lights	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers fully charged and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
- Horn	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency exits kept unblocked?	<input type="checkbox"/>	<input type="checkbox"/>
- Seat Belt	<input type="checkbox"/>	<input type="checkbox"/>			
- Emergency Brakes	<input type="checkbox"/>	<input type="checkbox"/>			
- Operator's Manual	<input type="checkbox"/>	<input type="checkbox"/>			
- Daily Operator Safety Checklist	<input type="checkbox"/>	<input type="checkbox"/>			
Are motorized equipment aisles clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>			
Are there mirrors at blind corners?	<input type="checkbox"/>	<input type="checkbox"/>			
Are pedestrian aisle ways clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>			
Are storage areas identified?	<input type="checkbox"/>	<input type="checkbox"/>			
Are pallets inspected before each use?	<input type="checkbox"/>	<input type="checkbox"/>			

Reference to legal requirements under workplace safety and health legislation:

- Powered Mobile Equipment: Manitoba Regulation 217/2006 Part 22
- Workplace Hazardous Materials Information Systems: Manitoba Regulation 217/2006 Part 35
- Chemical and Biological Substances: Manitoba Regulation 217/2006 Part 36

Additional workplace safety and health information available at: safemanitoba.com

Revised: August 2014

Last Reviewed/Revised: July 2009