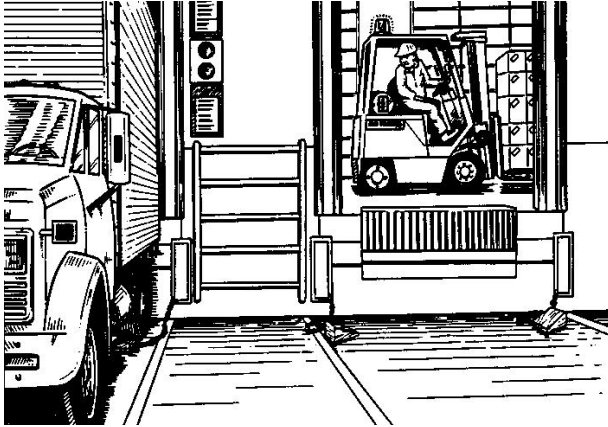


Work **Safe!** Bulletin

LOADING DOCK SAFETY

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The Workplace Safety and Health Act, W210 establishes that every person in a workplace has a responsibility to ensure a safe and healthy workplace. This should be reflected in the written company safety and health policy. A natural outgrowth of safety/health commitment will be a concerted effort by all to identify risks and minimize them.

Examination of the workplace to ensure compliance to legislation, regulations, and standards is the next step. On the other side of this bulletin you will find a checklist. It is designed to aid you in the task of identifying possible problem areas in your loading dock safety and health program. This checklist is not all inclusive, but it does give you a reference point from which to start.

It may be necessary to evaluate other aspects and procedures in addition to those outlined, dependent on your operation. Other issues to consider may be space, storage of materials, ergonomics, equipment, tools, temperature, shiftwork, etc.

The workers on the dock are a source of valuable information. Their genuine concern and expertise are the keys to a successful safety and health program. Workers will be able to identify risks, whether they're late to the working conditions, or the working procedures. Workers should participate in the development of solutions that could reduce the risks of injury or illness. Ultimately, this process leads to a safer and healthier workplace for both the employer and the workers.

All questions should be answered YES. Any question resulting in a NO response indicates an issue requiring further attention. If you need further assistance contact the Workplace Safety and Health Branch at 945-3446.

LOADING DOCK SAFETY & HEALTH CHECKLIST TRAINING

Training

- Is safety and health training provided to dock workers? yes no
- Are written safety/health rules provided to dock workers? yes no
- Is motorized and non-motorized equipment training provided to dock workers?(ie. forklifts, pallet movers, pickers, etc.) yes no
- Is refresher training provided annually to all dock workers? yes no
- Are dock workers trained in safe lifting and manual handling techniques? yes no
- Are dock workers trained in the safe handling, storage, and use of controlled products? (W.H.M.I.S. training) yes no
- Are dock workers trained in proper wheel chocking procedures? yes no
- Are dock workers trained in the proper use of dock levellers or bridge plates? yes no
- Are safety talks held with dock workers on a regular basis? yes no
- Are dock workers trained to secure loads for transport? yes no

HOUSEKEEPING

- Is general housekeeping maintained? yes no
- Are floors swept daily? yes no
- Are floors washed regularly? yes no
- Are provided refuse containers emptied daily? yes no
- Are washrooms and lunch facilities clean? yes no

MATERIAL HANDLING EQUIPMENT

- Does motorized equipment have the following? lights yes no
- horn yes no
- emergency brakes yes no
- operator's manual yes no
- daily operator safety checklist yes no
- Are motorized equipment aisles clearly identified? yes no
- Are there mirrors at blind corners? yes no
- Are pedestrian aisleways clearly identified? yes no
- Are storage areas identified? yes no
- Are pallets inspected before each use? yes no

LOADING AREA

- Are dock approaches free from potholes or deteriorated pavement? yes no
- Are dock bumpers in good repair? yes no
- Are trailer positions marked with lines or lights for accurate trailer spotting? yes no
- After trailers are spotted, are trailer dollies dropped? yes no
- Are trailer wheel chocks used to block trailers and prevent movement during loading and unloading operations? yes no
- Are there two trailer wheel chocks for each trailer? yes no
- Are trailer wheel chocks chained to the building? yes no
- Are warning signs or warning lights in use? yes no
- If dock levellers are used, are they in proper working order? yes no
- Is the leveller or dock plate capacity adequate given typical load weights, lift truck speeds, ramp inclines, and frequency of use? yes no

OTHER

- Are truck drivers provided with a place away from the loading dock to wait while their trailer is being loaded or unloaded? yes no
- Are truck engines turned off during the loading or unloading operation? yes no
- Do all dock workers and visitors wear personal protective equipment when required?(ie. protective footwear, gloves, hearing protection, eye protection, etc.) yes no
- Are carbon monoxide levels monitored to evaluate dock worker exposure? yes no
- Are their controls measures in place to maintain carbon monoxide levels as low as is reasonably practicable? (Manitoba Regulation 53/88) yes no
- Is lighting adequate for task being performed? yes no
- Is the first aid kit fully stocked and in an area of accessibility? yes no
- Are fire extinguishers fully charged and accessible? yes no
- Are emergency exits kept unblocked? yes no