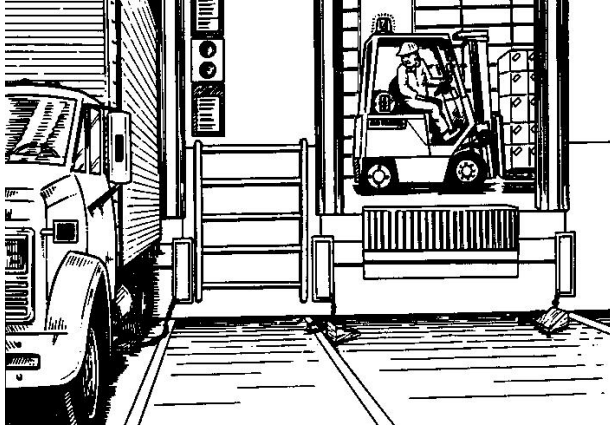


SAFE WORK

S SPOT THE HAZARD
A ASSESS THE RISK
F FIND A SAFER WAY
E EVERYDAY

No. 155
February 2008

Loading Dock Safety



The Workplace Safety and Health Act establishes that every person in a workplace has a responsibility to ensure a safe and healthy workplace.

In workplaces with 20 or more workers, this should be reflected in the written company safety and health program.

Examination of the workplace to ensure compliance with legislation, regulations, and standards is the first 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 in your written company safety and health program (if your workplace has 20 or more workers) or by your employer, depending on your operation. Other issues to consider may be space, storage of materials, ergonomics (risk for M.S.I.), 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 outlined in Safe Work Bulletin No. 220 and section 7.4 of the Act. Workers will be able to identify risks, and whether they relate to the working conditions, or the working procedures. Workers should participate in the development of controls to reduce the risks of injury or illness. Ultimately, this process leads to a safer and healthier workplace for both the employer and the workers.

LOADING DOCK SAFETY & HEALTH CHECKLIST TRAINING

Training

- Is safety and health training provided to dock workers? yes no
- Are written safety/health procedures provided to dock workers? yes no
- Is motorized and non-motorized equipment training provided to dock workers? (ie. Powered lift trucks, pallet movers, pickers, etc.) including certification M.R. 217/2006 Part 22.28 – 22.30 yes no
- Is refresher training provided annually to all dock workers? yes no
- Are dock workers trained in safe lifting and manual materials 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
- seat belt (if applicable) 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 aisle-ways clearly identified? yes no
- Are storage areas identified? yes no
- Are pallets inspected before each use? yes no

Other references: Safe Work Bulletins 117, 198, 220 & 223.

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 airborne hazards ie. carbon monoxide levels monitored to evaluate dock worker exposure? yes no
- Are their controls measures in the workplace sufficient to eliminate any risk as outlined in M.R. 217/2006 Part 3 & 36? 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

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 Manitoba Workplace Safety and Health Division at 945-3446.