

# Warehouse Distribution Center Checklist

Risk Control from Liberty Mutual Insurance

This checklist is designed to help identify potential hazards during a warehouse distribution center inspection.

\_\_\_\_\_  
*Date and Time of Inspection*

\_\_\_\_\_  
*Name of Reviewer*

- Yes:** If inspection confirms the condition to be satisfactory
- No:** If inspection identifies a situation needing corrective action
- NA:** If situation is not applicable

## Manual Material Handling

Yes No NA

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive bending/reaching below knuckle height is not required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive reaching above shoulder height is not required.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive twisting of the body trunk is not required.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive lifting/lowering of packages weighing 50 lbs (30 lbs for females) or more above shoulder height is not required.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trailer conveyors are height-adjustable at the trailer end.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trailer conveyors are extendable to the fronts of docked trailers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material handlers who spend long hours standing at single workstations are provided soft floor mats for standing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Surfaces between which material is repetitively and manually transferred are 2' to 3' apart (enough to eliminate twisting of the body trunk).                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Packing operation, if any, includes stamping weights or weight color-codes in a conspicuous fashion onto boxes or packages that will be repetitively rehandled. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incoming boxes and packages that must be repetitively rehandled internally are weighed and conspicuously stamped with weights or weight color-codes.            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boxes/packages that must be repetitively handled manually by single individuals are no larger than 20" x 20" x 20".   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Box/package sizes between 20" x 20" x 20" and 36" x 36" x 36" are avoided, as being too bulky for safe manual material handling.                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lifting, carrying, or pulling while in confined areas of less than 6' vertical space is not required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive twisting of the body trunk while in a sitting position is alleviated by providing swivel seats.  |

## Identify Corrective Action Needed

\_\_\_\_\_  
*Date corrected*

\_\_\_\_\_  
*Person responsible*

## Mechanical Material Handling Equipment

Yes No NA

- When occupied platforms are more than 24" above the non-extended position, automatic devices restrict the speed of elevating order pickers.
- Order pickers wear body belts and lanyards (lifelines) while on elevating platforms.
- Conveyor drive mechanisms are fully enclosed.
- Pop-out rolls are provided at all belt and roller conveyor transfer points.
- Proper conveyor crossovers are provided where necessary.
- Overhead conveyors are equipped with side shields or nets to prevent material discharge from the sides.
- Under-conveyor crosswalks are properly designated
- Conveyor undersides are cushioned at crosswalk points unless there is more than 6'9" head-clearance.
- Forklift operators are properly trained, tested, and licensed with documentation available on file.
- An effective inspection and preventive maintenance program for mechanical material handling equipment exists.
- Inspection and maintenance documentation is available on file.

**Yes:** If inspection confirms the condition to be satisfactory

**No:** If inspection identifies a situation needing corrective action

**NA:** If situation is not applicable

### Identify Corrective Action Needed

*Date corrected*

*Person responsible*

## Floors

Floor Cleanliness: *(Indicate the appropriate blocks)*

Department Name	Debris			Liquid/Moisture		
	None	Minor	Excessive	None	Minor	Excessive
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Yes No NA**

- There are no slippery areas.
- Floor cleaning procedures are satisfactory.
- Floor surface materials are satisfactory.
- Routine cleaning/dressing is conducted outside business hours.
- Floors are completely dry before warehouse opening.
- Utility access plates are in place and flush with floor.

**Identify Corrective Action Needed**

*Date corrected*

*Person responsible*

**Stairs**

**Yes No NA**

- Risers: Uniform height, proper height.
- Treads: Uniform height, firm, level, clean, not excessively worn or slippery.
- Handrails: Structurally firm, installed on both sides, proper height.
- Lighting: Adequate with no glare or shadows.

**Identify Corrective Action Needed**

*Date corrected*

*Person responsible*

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## Loading Docks

Yes No NA

- Provisions exist to provide fall prevention when dock is not in use (e.g., gates, railings, etc.)
- Overhead dock doors can be raised without overexertion.
- Trailers chocked or equipped with dock locking systems to trailer ICC bar.
- Dock plates in use.
- If dock plates are not automatic, they are equipped with lugs for handling by forklifts.
- Slope of ramp or dock plates leading to trailers does not exceed 1" vertically for every 12" horizontally (or a 6 degree slope).
- Adequate access provided from dock to ground level.

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*Date corrected*

*Person responsible*

## Exterior and Entrances

### Walks and driveways:

Yes No NA

- In good condition
- Unobstructed
- Hazards protected
- Lots and walks are clear of snow, ice, and debris.
- Signs are in good condition and well secured.
- Walls, copings, and window ledges are tight and secure.

### Parking lot(s):

Yes No NA

- Bumper blocks contrast-painted
- Walkways in good condition
- Adequately lighted
- Unbroken paved surface.

**Outside approachway:**

Yes No NA

- Surface is unbroken and non-slip surface
- There is no step-up
- Rain mats are well placed and maintained

**Non-automatic doors:**

Yes No NA

- Swing outwards only
- Properly regulated closures or checks
- Sidelights are marked or guarded
- Rain mats used inside
- Thresholds: Snug, tight, and non-slip.
- Mopping schedule is adjusted to suit weather conditions or as other conditions warrant.

**Identify Corrective Action Needed**

*Date corrected*

*Person responsible*

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