

Warehouse Safety – Toolbox Talk

SUBJECT	SAFETY IN & AROUND THE WAREHOUSE
RESOURCES	PowerPoint Presentation

SAFETY IN & AROUND THE WAREHOUSE/DEPOT

Instructions to the Facilitator

You can modify the PowerPoint presentation to suit the type of warehouse/depot facility that your business uses.

Facilitator:

This toolbox talk will address key concerns that employees of a removals company should be aware of.

Ask trainees – answers can be listed on a whiteboard or butcher's paper for review at the end of the session to see what has been covered.

What do you think are some risks and hazards around our warehouse/depot?

What safety measures do you think you need to be aware of whilst working in the warehouse/depot?

What can we do to help prevent these risks and hazards?

At the end of the session review the answers given by trainees.

SAFETY IN AND AROUND THE WAREHOUSE/DEPOT

Safety in the warehouse is very important. It is crucial that you are aware of your surroundings while working or accessing the warehouse for any reason. Let us review some of the common issues that you may encounter in your warehouse.

Loading Dock & Warehouse Safety Issues:

Common safety hazards in and around loading docks are moving vehicles (eg: trucks and forklifts), objects such as pallets, boxes, equipment, items falling or obstructions.

Warehouse employees, drivers and pedestrians:

- Before entering a warehouse make sure you are wearing appropriate PPE, including hi-vis vests
- Wear closed in shoes
- Always keep an eye on your walking or driving path to avoid collisions
- Slow down and stop at the end of aisles or corners and check for any approaching forklifts etc. to prevent accidents
- Never walk underneath a forklift when their tynes are raised
- Keep within designated pedestrian walkways (typically marked yellow lines)

Warehouse employees:

- Dispose of rubbish, broken pallets and other debris immediately to prevent trip hazards
- Ensure there is no obstruction to pathways or loading dock

- General housekeeping
- Spillage – immediately cordon off the areas and clean up to prevent slips and falls
- Always use correct lifting techniques
- If an object is too heavy use lifting equipment or request assistance to do a team lift
- When stacking items, place heavy items at the bottom and lighter items on top
- Avoid climbing or walking over pallets or racking
- Do not stand on pallets or forklifts tynes to access heights
- Use ladders for taking items at height to avoid falling and accidents
- Vehicle drivers follow the speed limits and follow safety signs when entering the loading dock

Forklift Drivers

- Only drive a forklift if you have a valid licence
- When driving a forklift always be alert
- When nearing corners slow down or use a horn to signal your presence
- When reversing ensure you check mirrors or ask someone to be spotter

Employers/Supervisors/Managers

- Ensure all safety signage is visible and not damaged (eg: Exit, forklift area etc.)
- Consider having mirrors fitted near corners or intersections to prevent collision
- Place anti-slip mats in areas prone to slipping
- Ensure warehouse flooring is not damaged or uneven
- Regularly check and confirm all equipment is in good operating condition, eg: forklifts, lift pallets
- Ensure that emergency evacuation maps are placed in a prominent position in the warehouse
- Annual fire evacuation drills are carried out annually with designated fire wardens
- First aid kits are accessible and available
- Safety data sheets (SDS) are available for any hazardous chemicals etc. stored on site.
- Hazardous materials are correctly stored, eg: LPG cylinders in cages to avoid risk of being hit by a moving vehicle
- Fire extinguishers are regularly serviced and staff are adequately trained on how to use them in case of emergency
- All staff are trained on how to use equipment properly
- An annual fire evacuation drill is conducted to ensure that everyone is aware of how to respond in the event of a sudden fire



Items Raised/Corrective Action	Action By	Action completed	
		Sign off	Date

DATE:

FACILITATOR SIGNATURE