SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Dock Daily Safety Inspection Checklist

Regulation: 29 CFR 1910.22(d)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Walk every position before the first trailer is worked	
☐	Leveler and lip: no cracks, no leaks, holds position, capacity legible	
☐	Restraint, lights, and chocks: work them, look at them, no ice	
☐	Door, gate, and bumpers: intact and in the protecting position	
☐	Floor and apron: no spills, ice, debris, banding, or broken pallets	
☐	Lanes, exits, extinguishers, and eyewash clear and accessible	
☐	Fail? Tag it, barrier the door, lock it out of the door board	
☐	Record every position, pass or fail, and hand it to the supervisor	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Dock walking-working surfaces are inspected regularly and hazardous conditions are corrected or guarded before employees use them again **29 CFR 1910.22(d)**	
☐	The dock floor, apron, and threshold are clean, orderly, and free of spills, ice, snow, debris, and protruding objects **29 CFR 1910.22(a)**	
☐	Levelers and dockboards are sound and capable of supporting the maximum intended load, and portable dockboards are secured against movement by anchoring or by devices that keep them in a safe position **29 CFR 1910.26**	
☐	On dockboards placed in initial service on or after January 17, 2017, run-off protection on the deck is present and undamaged **29 CFR 1910.26**	
☐	Employees are protected from falling at any unprotected dock edge four feet or more above a lower level **29 CFR 1910.28(b)(1)**	
☐	Every open dock door with no trailer present carries its gate, barrier, chain, or net in the protecting position	

☐	Failed positions carry an out-of-service tag stating the hazard and the action required, and only authorized personnel remove it **29 CFR 1910.145(f)**	
☐	Serviceable wheel chocks are present and accessible at every position that relies on them **29 CFR 1910.178(k)(1)**	
☐	The completed walk is recorded each shift and repeat defects are escalated for permanent correction	

WARNINGS

A tag is not a barrier: physically block the opening too

Never work a position you have not walked this shift

Only authorized personnel remove an out-of-service tag

An open door with no trailer is a fall edge every single time

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE