SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Order Picker Elevated Operation Checklist

Regulation: 29 CFR 1910.178(l)(1)

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
☐	Examine truck, harness, lanyard, gates, and interlocks before use	
☐	Harness on, lanyard clipped to the truck anchor before you raise	
☐	Gates closed, both feet on the platform floor, body inside the rails	
☐	Look up before you go up: sprinklers, beams, lights	
☐	Can't reach the pick? Reposition the truck, never lean or step out	
☐	Nobody below: stop and lower if anyone enters your aisle	
☐	Stuck at height? Stay on, stay clipped, call for rescue	
☐	Lower fully, forks down, power off before you step off	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	Only operators trained, evaluated, and certified on order picker trucks specifically operate them; certification on another truck type does not qualify **29 CFR 1910.178(l)(1)**	
☐	Trucks are examined before being placed in service, at least daily or after each shift in around-the-clock operations, including the harness, lanyard, anchor, gate, and interlock checks **29 CFR 1910.178(q)(7)**	
☐	A truck found defective or in any way unsafe is taken out of service until restored to safe operating condition by authorized personnel **29 CFR 1910.178(p)(1)**	
☐	Operators wear a full body harness tied off to the truck's designated anchor point whenever on the platform, and never tie off to racking or building structure	
☐	The harness and lanyard are provided by the employer, maintained in reliable condition, covered by the facility PPE hazard assessment, and each operator is trained in their use, limitations, and care **29 CFR 1910.132(a)**	

☐	No person stands or passes under the elevated portion of any truck, and pedestrians are kept out of aisles with an elevated order picker **29 CFR 1910.178(m)**	
☐	Sufficient headroom is verified under sprinklers, lights, pipes, and overhead installations before and during elevation **29 CFR 1910.178(m)**	
☐	Operators slow down and sound the horn at cross aisles and aisle ends and travel with the load trailing when it obstructs view **29 CFR 1910.178(n)(4)**	
☐	Aisles and passageways provide sufficient safe clearance for the truck and are kept clear of obstructions **29 CFR 1910.176(a)**	

WARNINGS

Never step from the platform onto racking or product, at any height, for any reason

Never unclip while elevated, and never tie off to racking, pipe, or building steel

Never bypass or tie back a gate or interlock: it is the machine's half of your fall protection

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE