SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Severe Weather and Tornado Sheltering Checklist

Regulation: 29 CFR 1910.38(b)

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
☐	Watch means monitor and stay ready; warning means shelter now	
☐	Stop work at the shelter signal: do not finish the pick or the load	
☐	Operators: park clear, forks down, brake set, key off	
☐	Hit the nearest E-stop; bring drivers and yard crew inside	
☐	Go to your shelter: lowest floor, interior room, no windows	
☐	Stay clear of dock doors, skylights, racking, and open spans	
☐	Get low against an interior wall and cover your head and neck	
☐	Report in for the headcount and stay until the all clear is given	

2. Compliance checks

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

DONE	CHECK	NOTES
☐	The emergency action plan is written, kept in the workplace, and available to employees for review, and it addresses severe weather sheltering **29 CFR 1910.38(b)**	
☐	The plan includes procedures to account for all employees, and a headcount is taken and reconciled in the shelter **29 CFR 1910.38(c)(4)**	
☐	An employee alarm system is maintained and a distinctive signal is used for sheltering that cannot be confused with the fire evacuation signal **29 CFR 1910.38(d)**	
☐	Employees are designated and trained to assist in a safe and orderly movement of other employees, and facility policy staffs enough of them to cover every area on every shift **29 CFR 1910.38(e)**	
☐	The alarm can be perceived above ambient noise and light levels everywhere in the building, including high noise areas, with tactile or visual devices where needed **29 CFR 1910.165(b)**	
☐	The alarm system is maintained in operating condition and non-supervised systems are tested for reliability and adequacy every two months **29 CFR 1910.165(d)**	

☐	Stored material is stacked, blocked, interlocked, and limited in height so it is stable and secure against sliding or collapse **29 CFR 1910.176(b)**	
☐	Racking is inspected after any severe weather event and no product is handled in a damaged bay until a qualified person clears it, which is facility practice under ANSI MH16.1 rather than a duty imposed by 1910.176	
☐	Shelter maps are posted in every area and shelter locations are kept clear, lit, and unlocked on every shift	
☐	More than one weather alert source is in service, including an indoor alert that does not depend on outdoor community sirens	

WARNINGS

Never shelter in a truck cab, a trailer, the dock area, or an aisle beside pallet racking

Never leave the shelter because the wind dropped or a siren stopped: wait for the all clear

Never work in a damaged racking bay until a qualified person has inspected it

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE