

MHE AND INDUSTRY

# SAFETY CHECKLIST

## PART I: OVERALL WAREHOUSE



# The Ultimate Checklist

TO ENSURE WAREHOUSE, AUTOMATION AND MACHINERY SAFETY

The rate of injuries and fatalities in warehouses is higher than average compared to other industry sectors in the UK according to the FLTA – the Forklift Lift Truck Association. The unsafe use of forklifts is a major cause of accidents, and 57% of these involve incidents that occur between trucks and pedestrians.

Recently collated statistics show that almost one third (32.2 %) of EU fatal accidents at work were the result of losing control of a machine, tool or transport/handling equipment. Furthermore almost one third (31.6 %) of all non-fatal occupational accidents in the EU took place on industrial sites.

Most of these accidents are however entirely avoidable if one is aware of the risks and how to minimise them. So what can you do to reduce the risk of accidents and injuries in your warehouse and plants? And, especially, how can you enhance safety around forklift trucks?

ELOKON, a global leader in automated forklift safety technology, has compiled this comprehensive Warehouse and Plants Safety Checklist, based on guidelines by various bodies such as the FLTA, the HSE (Health and Safety Executive), the British Safety Council and other organisations.

There are five sections:

**OVERALL WAREHOUSE SAFETY**

**HAZARDOUS MATERIALS SAFETY**

**GENERAL MATERIALS HANDLING SAFETY**

**FORKLIFT-SPECIFIC SAFETY**

**MACHINERY SAFETY**

We hope that reviewing these key points will help you make your warehouse or plant a safer workplace.

For more information on ELOKON's safety technology, please visit <https://www.elokon.com/en-EN/>.



## OVERALL WAREHOUSE SAFETY CHECKLIST

01

Conduct a site hazard assessment of the warehouse, including high-traffic intersections, doorways, blind spots, and ventilation. Identify and mitigate unsafe areas (for example: install physical barriers such as guardrails to separate vehicle and pedestrian travel lanes; remove vegetation around exterior doors that might block sightlines; ventilate areas where fumes might accumulate).



02

Ensure all warehouse floors and aisles are clear of clutter, spills, and other hazards that could cause employees to slip, trip, or fall.



03

Identify and block off (with rope or chain) any open areas, including loading dock doors, where employees could fall 4 feet or more. Provide visual warnings near the edges of all dock doors.



04

Implement facility-wide lockout/tagout procedures to prevent machinery from being accidentally activated and causing injuries.



05

Identify and mark pinch points on machinery (e.g. conveyors).



06

Check that materials are stacked securely and safely to avoid dangerous situations (e.g., unevenly stacked pallets, racks with heavier loads at the top, cluttered aisles, damaged racking).



07

As needed by job requirements, provide employees with proper personal protective equipment (PPE) and train them how to use it.



08

Ensure the warehouse has proper fire safety provisions, including an adequate number of emergency exits and working fire extinguishers. Ensure all emergency exits are unblocked.



## OVERALL WAREHOUSE SAFETY CHECKLIST

- 09 Implement policies/procedures on emergency/fire evacuations, including conducting periodic drills and accounting for the whereabouts of all employees and visitors after evacuations.
- 10 Implement policies/procedures on mobile phone use in the warehouse to avoid distracted workers (especially lift truck operators).
- 11 In calculating the time it should take employees to perform tasks, factor in safe work practices.
- 12 For employees who perform physical work, have a policy on adequate rest breaks, to avoid fatigue that could lead to accidents or poor work quality.
- 13 Give all new staff general safety and ergonomics training — including how to work safely in hot/humid and cold environments — as well as task-specific training.

ELOKON. **LEAD WITH SAFETY.**

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