

## Warehouse General Checklist

<b>General conditions</b>	Yes	No
Are exits clearly marked and clear of obstructions?		
Are the warehouse aisles clear of storage?		
Are pallets, racks and shelving in good condition, undamaged?		
Are materials stacked properly, not leaning?		
Are materials secure and not leaning off the edges of the racks?		
Are guardrails present in areas of overhead storage above offices or platforms?		
<b>Hazard Communication</b>		
Are MSDS accessible?		
Do employees know where the MSDS are located? (ask representative #)		
Are labels on containers visible and in good condition?		
Are secondary containers labeled properly?		
Is there a spill plan?		
<b>Powered Industrial Trucks/Manual Material Handling</b>		
Is there adequate equipment to minimize employee lifting of heavy or awkward objects?		
Do operators have current license to operate? (ask to see license)		
Are horns used during backing, blind corners other potentially dangerous situations?		
Do forklifts travel at safe speeds?		
Are seat belts worn by operators?		
Are keys removed and forks lowered when forklifts are parked?		
Are lifts charged in a place free from combustibles with adequate ventilation?		
<b>Fire Safety</b>		
Are fire extinguishers accessible?		
Have fire extinguishers been checked monthly?		
Is storage a minimum of 18" below sprinkler heads?		
Are flammable and combustible materials stored in flammable storage cabinets?		
<b>Electrical</b>		
Are electrical outlets, junction boxes and other electrical components properly covered?		
Are GFCI in use?		
Are extension cords in good repair, properly grounded, etc.?		
Are panel boxes doors labeled and closed?		
<b>Ladders</b>		
Do employees use ladders properly? (do not stand on top, face ladder when using and climbing, use proper ladder for activity)		

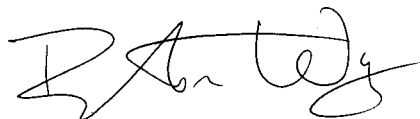
Are ladders in good repair?		
<b>Lockout Tagout</b>		
Are individually keyed locks and tags available for lockout tagout of equipment?		
Are there equipment specific lockout tagout procedures?		
<b>Hot Work</b>		
Is there a designated area to perform hot work?		
Is the designated area free from combustible materials and have adequate ventilation?		
Is there a fire watch used?		
Are Hot work permits available?		
<b>Personal Protective Equipment (PPE)</b>		
Is personal protective equipment available?		
Do employees know when to wear PPE? (ask representative #)		
Is PPE in good repair?		

**OBSERVATIONS** during the walk-around inspection:

	Yes	No
1.		
2.		
3.		
4.		
5.		

**Note:** This checklist is a limited evaluation of the employer's operations with respect to OSHA requirements. Because of its limited scope, this assessment should not be construed as an accurate representation of the employer's compliance with OSHA and EPA regulations.

Thank you for allowing Safex to provide you with this limited checklist. If you have any questions or would like a proposal for safety, industrial hygiene or environmental support, please feel free to contact me.



Brenton Way, R.S.

1-888-588-9848 or [frankgates@safex.us](mailto:frankgates@safex.us)



140 N. Otterbein Avenue  
Westerville, Ohio 43081  
[www.safex.us](http://www.safex.us)