

Loading Dock Inspection Checklist

The following is a list of possible hazards at loading dock areas. Report any deficiencies to your Manager/Supervisor. Building structural and infrastructure -related deficiencies on Guelph Campus are to be submitted to the Physical Resources Work Order Desk wo@pr.uoguelph.ca.

Inspector Name: _____

Inspection Date/Time: _____

Building Name: _____

Work Areas:

Yes No N/A

General good housekeeping is maintained on the dock

Passageways, doorways and stairs are free of obstructions and trip hazards

Mirrors are provided at blind corners

Product/materials are not positioned such that they contribute to blind corners

Hand or guardrails are firmly attached and in good condition

Stairways, steps, and ramp surfaces are maintained and free of hazards (e.g., snow/ice debris, refuse and obstructions)

Material Handling:

Yes No N/A

Items are stacked such that they will not tip or fall

Stacked materials are a minimum of 18 inches below sprinkler heads

Proper lifting techniques are used to minimize the risk of injury

Manual lifting is minimized by using good task design or equipment

Lifting equipment: pre-use inspections are performed prior to use of equipment (circle checks)

Equipment is maintained in accordance with manufacturer recommendations, through an established preventive maintenance program (e.g., dock levelers, restraints, dock bumpers, lights, communication systems)

Equipment such as salt, sand, shovels, flashlights and use of non-slip footwear available during poor delivery conditions, e.g. winter or inclement weather

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Lifting equipment is operated by authorized and trained personnel only

For powered lifting devices, pre-operation inspection forms are available, completed and retained for recordkeeping.

Loading Dock

Yes No N/A

Dock area is free from potholes or deteriorated surfaces

Safety markings – loading dock edge is clearly marked and visible

Fire exits, sprinklers and emergency response equipment are not obstructed (i.e., fire extinguisher, eye wash stations or showers, first aid kit, spill kit etc.)

Trailer wheel chocks are available and used to prevent movement during loading and unloading (if trailers are disconnected from the truck for any reason)

Warning signs regarding moving vehicles are posted, visible and legible

There is adequate lighting in the internal and external areas of the loading dock

Signage warning “No pedestrians when vehicles are reversing” is posted and enforced

Truck engines are turned off during loading and unloading

Flammable and combustible materials are relocated from the dock or secured and stored appropriately

Delivery personnel are aware of and adhere to loading dock procedures

Receiving Areas

Yes No N/A

Reduced speed limits are posted and visible; vehicle speed limits are adhered to and enforced

There is a traffic management process to reduce congestion, i.e. suitable waiting locations for vehicles

Signal person (spotter) can be made available when vehicles are reversing, upon request

Warning honk/continuous backup alarm is engaged while vehicles are reversing

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Drivers are instructed to drive out of area – backing out is not permitted.
Vehicles use a three-point turn to drive out

Pedestrians are limited to pedestrian access areas, marked by yellow line,
where in place

Personal Protection Equipment (PPE)

Yes No N/A

Dock personnel are wearing appropriate PPE for the task (reflective vest, safety shoes/boots, gloves, etc.)

Notes: