



Loading Docks

What is a loading dock? A loading dock is a recessed bay in a building or facility where trucks are loaded and unloaded. Loading docks may be exterior, flush with the building envelope, or fully enclosed. They are part of a facility's service or utility infrastructure, typically providing direct access to distributions areas, storage rooms, and freight elevators.

Loading Dock Hazards

The high level of activity at a loading dock area along with the presence of physical hazards can lead to serious worker injury and sometimes result in a fatality. It is important to be proactive in identifying potential hazards in the loading dock area, such as:

- Congestion and traffic
- Inadequate lighting
- Uneven and/or slippery surfaces
- Equipment in poor working order
- Lack of safe working procedures
- Hazards associated with lifting devices, trucks, rolling conveyors, doors and other moving equipment and parts

Controlling Loading Dock Hazards

- Each loading dock on campus is unique and must be assessed for hazards individually.
- Hazards may change from one job to the next even on the same loading dock, always assess hazards before starting work.
- If a dock leveller is in use, ensure it is appropriate for the volume and weight of materials being handled.
- Reduce uneven surfaces to reduce slips and falls.
- If there are signs of improper performance, damage to vital parts, or slippery platform surface, do not use the loading dock until these problems have been corrected.
- Assess lighting in the loading dock area to ensure clear visibility of the area.
- Communicate hazards such as damage to flooring, lighting or equipment immediately to your supervisor.



Speak up!

If you see a hazard, let your supervisor know.
Everyone plays a role in your safety and health.

Loading Docks Continued....

Loading and Unloading of Materials and Goods

- Reduce congestion in the dock area.
- Pedestrians and unauthorized persons should not be permitted at the loading zone.
- If forklifts are in use workers must have appropriate training. Please speak to your manager or Environmental Health and Safety for details.
- Ensure dock plates have the appropriate capacity, stability and proper placement.
- Proper lifting techniques should be used when loading and unloading boxes and heavy loads to prevent musculoskeletal disorder injuries.
- Reduce vehicle exhaust by limiting idling times and turning off vehicle engines when loading or unloading the truck.



Use this page to list any specific points, reminders or highlights noted during the training related to the tasks involved (if applicable).

Date: _____

Training given by: _____

Operational Reminders:

- _____
- _____
- _____
- _____
- _____
- _____

Safety Reminders:

- _____
- _____
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- _____

