



## 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.



## Loading Docks

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:

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Safety Reminders:

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## Loading Docks

Use this page to mark attendance at the training.

Date: \_\_\_\_\_

Training given by: \_\_\_\_\_

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