



**Purpose:** To ensure employees understand management's expectations for accident prevention and control.

**Scope:** Outline precautionary steps to take in order to prevent an incident/accident from occurring

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

**Facility:** \_\_\_\_\_

## Title: Loading Dock Safety

### Precautionary Steps to be Taken:

#### Work Safely with Trucks and Trailers

- Check that truck and trailer wheels are chocked before loading or unloading
- Don't enter a trailer unless the truck is turned off and the floor is in good condition
- Don't get between the loading dock and a truck backing up or leaving

#### Be Alert to Other Vehicles, Workers, and Materials

- Don't try to ride on a forklift or distract the operator
- Get out of the way when a forklift horn sounds
- Pay attention to materials on the dock that could fall or roll

#### Load and Unload Correctly to Prevent Injuries

- Use forklifts, dollies, and other aids or get help rather than lifting by yourself whenever possible
- Use proper ergonomics and material handling safety procedures
- Wear snug-fitting gloves that provide good grip when lifting, loading, and unloading
- Load hand trucks with heavy objects on the bottom and weight forward over the axle
- Balance and secure hand truck loads; keep load height at a level you can see over

#### Keep Floors Clean, Dry, and in Good Condition

- Place containers, packaging, tools, and other materials safely out of walking and driving areas
- Clean up and properly dispose of trash
- Place oily rags or other combustible trash in closed containers
- Clean up any spills immediately, following SDS for cleaning up a chemical spill.
- Watch out for dripping rain, melting ice, etc.
- Report any cracked or broken concrete or other flooring

#### Keep Dock Plates in Place

- Check dock plate load capacity to be sure it can handle your load
- Visually check dock plate welds and plate for damage, report immediately if damage is noticed or dock plate does not function properly
- Secure movable dock boards in position, so they won't slip
- Slide—don't drop—dock plates into position

#### Take Precautions to Prevent Falls

- Walk, don't run, on loading docks
- Horseplay will not be tolerated
- Stay away from loading dock edges
- Don't jump onto or off a loading dock
- Watch where you're going

**Attendance Verification Section** (employee signatures)

**Date** \_\_\_\_\_

Printed Name

Signature

Printed Name

Signature

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Trainer Signature (Print) \_\_\_\_\_

(Sign) \_\_\_\_\_