

The following is a list of possible hazards at the Loading Dock area (Maintenance Services) in addition to hazards listed on the Workplace Inspection Reporting Form (OHS-5.1.1a). Loading dock inspection findings are to be detailed on the inspection form. This checklist can be attached, where applicable.

SECTION A: INSPECTION INFORMATION

Inspector(s) Name:

Inspection Date/Time:

SECTION B: IDENTIFICATION OF HAZARDS

1 Work Areas	Y	N	N/A
a) General housekeeping is maintained on the dock.			
b) Passageways, doorways and stairs are free of obstructions and trip hazards.			
c) Mirrors are provided at blind corners			
d) Hand or guardrails in safe condition			
e) Stairways, steps and ramp surfaces are maintained and free of hazards (snow, ice, debris or obstructions).			
Notes:			
2 Material Handling			
a) Items are stacked safely on the dock so they will not tip or fall.			
b) Stacked materials are a minimum of 18 inches below sprinkler heads.			
c) Proper lifting techniques are used to minimize risk of injury.			
d) Lifting is minimized by using good task design or equipment.			
e) Lifting equipment: Pre-use inspections are performed prior to use of equipment (circle checks).			
Notes:			
3 Loading Dock			
a) Dock area is free from potholes or deteriorated pavement.			
b) Trailer wheel chocks are available and used to prevent movement during loading and unloading operations (if trailers are disconnected from the truck for any reason).			
c) Warning signs regarding moving vehicles are in use.			
d) No observation of any pedestrian behind a reversing vehicle.			
e) Truck engines are turned off during loading/unloading operations.			
f) Flammable and combustible materials are properly stored.			
g) Spill kit is available in the Central Receiving area.			
h) Delivery personnel adhering to University procedures. Copy of Loading Dock procedure available to drivers.			
Notes:			

4 Maintenance Yard			
a) Observation of vehicles adhering to speed limit within Maintenance yard (5 km/hr).			
b) Signal person (spotter) is available when vehicles are reversing.			
c) Warning honk/continuous back up alarm is engaged while vehicles are reversing.			
d) No vehicles reversing out of Maintenance yard onto street. Vehicles are using a three point turn to drive out of yard.			
e) Pedestrians are within pedestrian access areas, marked by yellow line (ramp).			
f) Fridge and freezer storage area is maintained in a safe manner. Doors have been removed.			
Notes:			
5 Personal Protection Equipment (PPE)			
a) Dock personnel are wearing appropriate PPE for the task (reflective vest, safety shoes/boots, gloves, etc.)			
Notes:			