



GOALS

This safety session teaches employees to:

- Realize that even warehouses have hazards that are not immediately apparent.
- Understand the importance of following safety rules in the warehouse.

Applicable Regulations: 29 CFR 1910.21–.30, .141, and .176–.181



1. “A place for everything and everything in its place”: It’s an old rule but a good one.

- Make sure storage racks and shelving are strong enough to handle the weight of the items to be stored.
- Avoid having stored material protrude into aisles where someone could bump into them.
- Place heavier objects close to the floor with lighter and smaller objects stored on higher shelves.
- Read labels and safety data sheets (SDSs) before storing chemicals or flammable liquids.
- Don’t block fire exits, fire extinguishers, or the sprinkler system in your warehouse by storing materials improperly.
- Store empty skids and pallets where they are out of the aisles but available if they are needed.

2. Be alert for housekeeping hazards that could cause injuries.

- Keep the aisles, floor, and any stairs clear of trash or materials that could be tripping hazards.
- Repair or replace any loose flooring or other tripping hazard immediately.
- Clean up any water, oil, or other liquid spills on the floor promptly.
- Replace burned-out lightbulbs—dimly lit areas often cause falls.
- Beware of flammable trash that could be a fire hazard.
- Keep loading docks clear of ice and snow.

3. Both forklift operators and pedestrians must be aware of the hazards they present.

- Forklifts have a high center of gravity and can tip over if not driven slowly and carefully by trained, authorized operators.
- Keep forks—and loads—low and tilted back while moving.
- Materials placed improperly on the forks or lifted or placed incorrectly can easily slip and fall off and hit anyone nearby.
- Never stand or walk under the raised part of a forklift, even if it’s empty.
- When a forklift is loaded, the operator’s range of vision may be restricted.
- Don’t assume the operator sees you if you’re on foot—watch out for yourself!
- Remember that forklifts are not designed for any riders.



- Park a forklift with forks lowered and tilted flat, brake set, and key removed.
- Be sure that movable dock plates are secured properly and that trucks are chocked to prevent them from moving.

4. Back injuries, hand injuries, and falls are common hazards of warehouse work.

- Follow safe lifting techniques—to save your back, bend your knees and let your legs do the work.
- Ask another worker to help or use a dolly or forklift if the load is too heavy for you to carry safely.
- Wear proper personal protective equipment (PPE)—wear gloves to protect yourself from cutting tools, metal strapping, nails, or splinters on pallets.
- Keep cutting tools sharp, but store them where no one will be injured when they are not being used.
- Wear sturdy shoes with nonskid soles to protect yourself from falling objects and to save yourself from a fall.

5. Use proper equipment and follow safety procedures at all times.

- Use a sturdy ladder to reach high objects—never climb on a carton.
- Inspect ladders to be sure they are in good condition and are rated properly for the job at hand.
- Face the ladder and hold the side rails as you climb up or down.
- Stand no higher than four steps or rungs from the ladder top—two for a stepladder.
- Load dollies and handcarts carefully—unbalanced loads, or loads you can't see over, are dangerous to operators and others nearby.
- Conveyors, like forklifts, are for materials—not human riders.
- Never remove guards from conveyors, and don't have long hair, loose clothing, or jewelry that could get caught in the equipment.



DISCUSSION POINTS:

Discuss how the general information presented relates to your own warehouse. Are there hazards in your facility that may be unique and require special precautions?



CONCLUSION:

- Many warehouse hazards can be avoided by using common sense, but some may not be readily apparent.
- Being aware of the particular hazards in your operation is the first step in protecting yourself. The next step is to follow all the safety rules and never try to shortcut them to save time.



TEST YOUR KNOWLEDGE:

Have your employees take the Safety in the Warehouse quiz. By testing their knowledge, you can judge their ability to understand the variety of hazards in a warehouse setting and whether they need to review this important topic again soon.



SAFETY IN THE WAREHOUSE QUIZ

- Working in a warehouse is one of the safest jobs you can have.**
a. True b. False
- Practicing good housekeeping is one of the best ways to prevent accidents in a warehouse.**
a. True b. False
- Back injuries are a common potential hazard of working in a warehouse.**
a. True b. False.
- If you haven't been specifically trained to drive a forklift, you should drive one only in well-lit areas.**
a. True b. False
- You should always wear gloves to protect yourself from sharp objects such as cutting tools and metal stamping.**
a. True b. False
- Never ride a conveyor unless it is moving very slowly.**
a. True b. False
- Wear nonskid shoes if you're going to stand on the top rung of a ladder.**
a. True b. False
- Storing materials properly and safely is important, both to prevent falling objects and because some materials, such as chemicals, could create a fire hazard if stored incorrectly.**
a. True b. False
- You should wear personal protective equipment (PPE) only if you are required to do so.**
a. True b. False
- One of the keys to working safely in a warehouse is to understand the importance of following safety rules.**
a. True b. False

When you have completed this quiz, turn it in to your supervisor.

Name: _____

Date: _____



ANSWERS TO SAFETY IN THE WAREHOUSE QUIZ

1. b. False. There are many potential hazards associated with working in a warehouse.
2. a. True.
3. a. True.
4. b. False. Never drive a forklift unless you have had specific training to do so.
5. a. True.
6. b. False. Never ride on a conveyor, no matter how slowly it's moving.
7. b. False. Never stand on the top rung of a ladder.
8. a. True.
9. b. False. Wear PPE not only when assigned but also whenever you believe you need protection.
10. a. True.