

# Warehouse Distribution Center Checklist

## Risk Control from Liberty Mutual Insurance

This checklist is designed to help identify potential hazards during a warehouse distribution center inspection.

\_\_\_\_\_  
*Date and Time of Inspection*

\_\_\_\_\_  
*Name of Reviewer*

- Yes:** If inspection confirms the condition to be satisfactory
- No:** If inspection identifies a situation needing corrective action
- NA:** If situation is not applicable

### Manual Material Handling

Yes No NA

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive bending/reaching below knuckle height is not required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive reaching above shoulder height is not required.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive twisting of the body trunk is not required.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive lifting/lowering of packages weighing 50 lbs (30 lbs for females) or more above shoulder height is not required.                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trailer conveyors are height-adjustable at the trailer end.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Trailer conveyors are extendable to the fronts of docked trailers.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material handlers who spend long hours standing at single workstations are provided soft floor mats for standing.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Surfaces between which material is repetitively and manually transferred are 2' to 3' apart (enough to eliminate twisting of the body trunk).                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Packing operation, if any, includes stamping weights or weight color-codes in a conspicuous fashion onto boxes or packages that will be repetitively rehandled. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Incoming boxes and packages that must be repetitively rehandled internally are weighed and conspicuously stamped with weights or weight color-codes.            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boxes/packages that must be repetitively handled manually by single individuals are no larger than 20" x 20" x 20".   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Box/package sizes between 20" x 20" x 20" and 36" x 36" x 36" are avoided, as being too bulky for safe manual material handling.                                |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lifting, carrying, or pulling while in confined areas of less than 6' vertical space is not required.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Repetitive twisting of the body trunk while in a sitting position is alleviated by providing swivel seats.  |

### Identify Corrective Action Needed

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

\_\_\_\_\_  
*Person responsible*

## Mechanical Material Handling Equipment

Yes No NA

- When occupied platforms are more than 24" above the non-extended position, automatic devices restrict the speed of elevating order pickers.
- Order pickers wear body belts and lanyards (lifelines) while on elevating platforms.
- Conveyor drive mechanisms are fully enclosed.
- Pop-out rolls are provided at all belt and roller conveyor transfer points.
- Proper conveyor crossovers are provided where necessary.
- Overhead conveyors are equipped with side shields or nets to prevent material discharge from the sides.
- Under-conveyor crosswalks are properly designated
- Conveyor undersides are cushioned at crosswalk points unless there is more than 6'9" head-clearance.
- Forklift operators are properly trained, tested, and licensed with documentation available on file.
- An effective inspection and preventive maintenance program for mechanical material handling equipment exists.
- Inspection and maintenance documentation is available on file.

**Yes:** If inspection confirms the condition to be satisfactory

**No:** If inspection identifies a situation needing corrective action

**NA:** If situation is not applicable

### Identify Corrective Action Needed

*Date corrected*

*Person responsible*

## Floors

Floor Cleanliness: *(Indicate the appropriate blocks)*

Department Name	Debris			Liquid/Moisture		
	None	Minor	Excessive	None	Minor	Excessive
_____	<input type="checkbox"/>					
_____	<input type="checkbox"/>					
_____	<input type="checkbox"/>					
_____	<input type="checkbox"/>					
_____	<input type="checkbox"/>					
_____	<input type="checkbox"/>					

**Yes No NA**

- There are no slippery areas.
- Floor cleaning procedures are satisfactory.
- Floor surface materials are satisfactory.
- Routine cleaning/dressing is conducted outside business hours.
- Floors are completely dry before warehouse opening.
- Utility access plates are in place and flush with floor.

**Identify Corrective Action Needed**

*Date corrected*

*Person responsible*

**Stairs**

**Yes No NA**

- Risers: Uniform height, proper height.
- Treads: Uniform height, firm, level, clean, not excessively worn or slippery.
- Handrails: Structurally firm, installed on both sides, proper height.
- Lighting: Adequate with no glare or shadows.

**Identify Corrective Action Needed**

*Date corrected*

*Person responsible*

**Yes:** If inspection confirms the condition to be satisfactory  
**No:** If inspection identifies a situation needing corrective action  
**NA:** If situation is not applicable

## Loading Docks

Yes No NA

- Provisions exist to provide fall prevention when dock is not in use (e.g., gates, railings, etc.)
- Overhead dock doors can be raised without overexertion.
- Trailers chocked or equipped with dock locking systems to trailer ICC bar.
- Dock plates in use.
- If dock plates are not automatic, they are equipped with lugs for handling by forklifts.
- Slope of ramp or dock plates leading to trailers does not exceed 1" vertically for every 12" horizontally (or a 6 degree slope).
- Adequate access provided from dock to ground level.

**Yes:** If inspection confirms the condition to be satisfactory

**No:** If inspection identifies a situation needing corrective action

**NA:** If situation is not applicable

### Identify Corrective Action Needed

*Date corrected*

*Person responsible*

## Exterior and Entrances

### Walks and driveways:

Yes No NA

- In good condition
- Unobstructed
- Hazards protected
- Lots and walks are clear of snow, ice, and debris.
- Signs are in good condition and well secured.
- Walls, copings, and window ledges are tight and secure.

### Parking lot(s):

Yes No NA

- Bumper blocks contrast-painted
- Walkways in good condition
- Adequately lighted
- Unbroken paved surface.

**Outside approachway:**

**Yes No NA**

- Surface is unbroken and non-slip surface
- There is no step-up
- Rain mats are well placed and maintained

**Non-automatic doors:**

**Yes No NA**

- Swing outwards only
- Properly regulated closures or checks
- Sidelights are marked or guarded
- Rain mats used inside
- Thresholds: Snug, tight, and non-slip.
- Mopping schedule is adjusted to suit weather conditions or as other conditions warrant.

**Identify Corrective Action Needed**

*Date corrected*

*Person responsible*

[libertymutualgroup.com/riskcontrolservices](http://libertymutualgroup.com/riskcontrolservices)   @LibertyB2B

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.



**Yes:** If inspection confirms the condition to be satisfactory

**No:** If inspection identifies a situation needing corrective action

**NA:** If situation is not applicable