

SAFETY RULES

LOADING DOCK

Employee Safety

Loading docks pose a variety of hazards to those who work on or around them. Review these loading dock safety guidelines to keep employees safe.

WorkSAFE Tips

- Employees must wear seat belts when driving on company business or operating a forklift.
- Report to work free from the aftereffects of drugs or alcohol.
- Report maintenance needs or hazards before the end of your work shift.
- Horseplay is prohibited.
- Keep emergency eyewash stations, fire exits, fire extinguishers and fire alarm pull stations clear, unblocked and unlocked.
- Fire and emergency lighting should be lit, and battery backups should function.
- Clean up spills and hazards that could cause a slip, trip or fall.
- Straighten floor runners or rugs that could pose a trip hazard.
- Do not run or jump from loading docks.
- Use two hands and wear gloves when handling pallets.
- Keep desk chairs and desk drawers pushed in when not in use.
- Know severe weather shelter locations within the building.
- To reach items, use a proper foot stool or ladder and never stand on chairs or desks.
- Get help when lifting heavy objects like supplies, components or tools.
- Do not overload pallet jacks.
- Do not push or pull pallet jacks.
- Employees must be authorized and trained before operating forklifts.
- Secure trailers to prevent movement and forward-tipping during loading and unloading.
- Wear proper footwear.
- Keep loading dock doors closed or use a safety chain across the opening when not in use.

These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.

For more information:



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