

TOOL BOX TALKS

Warehouse Safety Basics

Gather employees to explain common potential warehouse hazards and the safety precautions and procedures that are important to warehouse safety. The result should be closer attention to equipment and tasks that could cause accidents, more effort to follow safety rules, and fewer accidents and near misses in the warehouse. This safety meeting should be conducted in the warehouse, where examples are close at hand. Gather employees and review the following tips:

WORKSAFE TIPS

HAZARDS IN WAREHOUSE AREAS

- Falling pallets or products
- Forklifts at work
- Rolling ladders
- Heavy boxes and packages
- Truck backing

FORKLIFT SAFETY FOR PEDESTRIANS

- Always stay alert when working in areas where forklifts are operating.
- Remember that the forklift operator may not be able to see you.
- At blind corners, keep an eye out for moving forklifts or pallet trucks.
- Stay clear of areas where forklift use is frequent like loading docks or shipping areas.
- Never attempt to move or operate a forklift unless you are trained and authorized to do so.

SLIP, TRIP AND FALL

- If you see a trip hazard, pick it up!!!
- What items can cause a slip, trip and fall?
 - Shrink wrapping
 - Pallet strapping
 - Cardboard
 - Waste paper
 - Wooden pallet chunks
- It is everyone's job to pick up and discard waste trip hazards.
- Never walk by and ignore trip hazards.
- Inspect the work area often for these hazards.
- Empty trash cans when full – do not allow them to overflow.

SAFE LIFTING BASICS

- Does the object need to be lifted in the first place?
- Can a tool be used?
 - Cart
 - Dolly
 - Forklift
 - Hand truck
 - Wheelbarrow
- Can the load be broken into smaller quantities?
- Verify the walking path is clear of trip hazards, obstacles and holes.
- Plan the route – take the shortest route possible.
- Are there handles?
- What is the weight? Is there a ticket or bill of lading that states the weight?
- Avoid twisting the body – places enormous weight on the lower spine.
- Change direction with your feet, do not twist.
- Slowly lower the load - do not drop the load.

LADDER SAFETY BASICS

- Survey the area for overhead power lines before setting up and climbing ladders.
- Inspect ladders before climbing.
- Never use a damaged or unsafe ladder.
- Verify ladder capacity before climbing.
- Don't use them for anything other than the job they're intended to do.
- Never stand on the top two steps of a stepladder, and don't use a step ladder as a straight ladder.
- Raise extension ladders 3 feet (3 or 4 rungs) over the landing area.
- Tie off / secure extension ladders to prevent tip over or kick out.

WorkSAFE

Smart, Accident-Free Environments