#### **Toolbox Talk:**

# Warehouse Safety

## **Specific Hazards and Risks**

- Fork lift truck operations
- Vehicle movements/reversing vehicles
- Falling objects from racking or vehicles
- Slips and trips
- Falls from height access equipment and loading docks

## Local Rules

- No unauthorised access
- When working in an area where fork lift trucks are operating make sure you have line of site to the driver and they can see you
- If necessary, stop and move to a safe place
- Wear high visibility clothing (mandatory in warehouse and yards)
- No access without permission of
- warehouse manager/supervisor
- Yard areas are out of bounds to all non-essential personnel

#### Local Rules

- Loading docks are out of bounds to non essential personnel.
- Follow directions indicated by safety signs i.e. hard hat requirements, and safety footwear.
- No exceptions to local rules.
- Drivers are to park vehicles and secure keys before loading or unloading.
- Drivers are to supervise loading from safe observation areas.
- All personnel are required to take extreme care when vehicles are reversing.
- Staff are not to approach a FLT while it is in use.

## **General Management Standards**

- All staff are to be familiar with the risk assessment.
- Where method statements are available they are to be followed.
- All visitors must be escorted particularly in the warehouse areas and yards.
- All vehicles are to parked sensibly when waiting to be loaded or unloaded.
- Personal vehicles are not permitted in the yard or warehouse areas.
- All drivers are to report to reception before proceeding to loading areas.