

## Warehouse Health & Safety Checklist

### Daily / Weekly Supervisor Safety Checklist

For supervisors, managers, and internal safety inspections.

#### 1. General Warehouse Conditions

Walkways, aisles, and gangways clear and marked	
Floors clean, dry, and free from debris	
Adequate lighting throughout warehouse and loading areas	
Ventilation/heating systems functioning	
Noise levels monitored and controlled	

#### 2. Fire Safety

Fire exits unobstructed and clearly signed	
Fire doors closed and functioning and not wedged open	
Fire extinguishers in place and in date and accessible	
Fire alarm panel shows no faults	
Emergency lighting operational and tested	
Evacuation routes displayed and up to date	

#### 3. Manual Handling & Ergonomics

Loads stored safely and within weight limits	
Handling aids (trolleys, pallet trucks) available and functional	
Staff trained in safe lifting techniques	
Workstations set up ergonomically	
Mechanical aids used where appropriate	

#### 4. Racking & Storage Systems

Racking inspected for damage, leaning, or missing components	
Safe working load (SWL) signage displayed	
Pallets in good condition and stacked safely	
No overloading or unsafe stacking	
Items stored securely at height	

#### 5. Forklift Trucks & Material Handling Equipment

Daily pre-use checks completed and recorded	
Operators trained and authorised	
FLT charging/refuelling areas safe and ventilated	
Speed limits and traffic routes clearly marked	
Pedestrian segregation in place and effective	



Audible/visual warning devices working	
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### 6. Loading Bays and Vehicle Movements

Dock levellers and restraints functioning	
Wheel chocks available and used	
Reversing aids and mirrors in place	
Banksman procedures followed	
Yard areas free from potholes and obstructions	
Traffic management plan implemented	

### 7. Hazardous Substances

Chemicals stored correctly and securely	
COSHH assessments available for all substances	
Aerosols and sprays used safely	
Spill kits available where required	
Staff trained in safe handling	
Containers labelled and sealed	

### 8. Machinery and Equipment

Guards and safety devices in place	
Lock-out/tag-out procedures followed	
Maintenance schedules up to date	
Defects reported and logged	
Safe operating procedures displayed	

### 9. PPE (Personal Protective Equipment)

Required PPE worn in designated areas	
PPE in good condition and replaced when needed	
PPE storage clean and organised	
Face-fit testing completed (where applicable)	



### 10. Housekeeping and Waste Management

Waste disposed of correctly and regularly	
Bins not overflowing	
Tools and equipment stored properly	
No items stored in fire escape routes	
Spillages cleaned promptly	

### 11. First Aid and Emergency Preparedness

First aid kits stocked and in date	
Trained first aiders available on shift	
Accident book accessible and up to date	
Defibrillator (if present) checked and accessible	
Emergency procedures displayed	

### 12. Behaviour, Culture and Safe Working

Staff following safe systems of work	
Near-misses reported and reviewed	
Visitors signed in and supervised	
Lone working procedures followed	
Safety briefings/toolbox talks delivered	

### 11. Supervisor Notes

Observations:
Actions Required:
Responsible Person:
Completion Date:



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