

SMART DRIVER[®] December 2020

Tips to Maximize Dock Safety

Loading docks are full of hazards that can lead to a serious injury or illness. Below is a list of safe work practices to follow when working on a loading dock. Read this information, and put the items on the list into practice to help protect yourself and others.

OBEY SAFETY POLICIES AND PROCEDURES

Do not enter the loading dock unless permitted. Also, ensure unauthorized personnel stay out. Be aware of and obey all safety rules, such as loading and unloading procedures, forklift operations, and no smoking or horseplay on the dock.

WEAR APPROPRIATE FOOTWEAR

Water, floor cleaners, oils, and other contaminants can make a floor slippery. Do not wear sandals, cowboy boots, or other footwear that has little or no traction. Wear work shoes with slip-resistant soles and steel toes in case a heavy object falls on your feet.

USE PROPER LIFTING TECHNIQUES

Back and shoulder injuries caused by improper lifting, pushing, and pulling are common. Size up a load before attempting to lift it. Ask for help if needed. Use lifting straps or material handling equipment you are trained on and certified to operate (i.e., forklift, handcart, dolly, etc.). Also, make sure your pathway is clear before starting. Do not hurry. Use your legs, not your back, and keep the load close to your body.

COMMUNICATE HAZARDS IMMEDIATELY

Clean up spills immediately. Place a warning sign in the area, or have someone stand watch to warn others until you can

remove the hazard. Additionally, if you find a trip hazard, pick it up or ask for help to move the object.

BE AWARE OF YOUR SURROUNDINGS

Distracted walking is a common cause of slips, trips, and falls. Do not talk on the phone, text, or perform other tasks while walking. Pay attention to where you are walking and be on the lookout for hazards on the floor, forklifts, and other people.

UTILIZE PERSONAL PROTECTIVE EQUIPMENT

When handling freight, wear gloves, back support harnesses, eye protection, hard hats, and face masks. When working from elevated positions (i.e., scaffolding), utilize fall-protection equipment. Be mindful of the location of emergency equipment, like first aid kits, fire extinguishers, eyewash stations, and safety data sheets.

BE CAUTIOUS DURING LOADING AND UNLOADING

Chock the trailer wheels before loading and unloading to ensure the trailer does not move. Secure the trailer to the dock to prevent trailer creep. Use barriers on the dock opening to prevent falls. Ensure clear communication between driver and dock personnel (e.g., when it is safe to pull away). If using a dock plate, make sure it is secure and can safely support the load.

Note: These lists are not intended to be all-inclusive.

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Knowledge Verification

Driver's Name: _____ Driver's Signature: _____

Date: _____ Witness Name: _____

Please answer, and forward a completed copy to your Safety Department/Safety Representative.

- | | | |
|---|-------------------------------|--------------------------------|
| 1. Drivers must always ask permission before going onto the dock area. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 2. Wheel chocks are only required if there is a sign directing you to use them. | <input type="checkbox"/> True | <input type="checkbox"/> False |
| 3. Protective equipment must always be worn, even if others are not wearing it. | <input type="checkbox"/> True | <input type="checkbox"/> False |

Answers:
1. True
2. False
3. True



MAXIMIZING DOCK SAFETY