Protection Against Hazards

Loading Dock Safety
⇒ Pay attention to weather conditions on the loading dock.
⇒ Keep the area dry and don’t let ice form on it.
⇒ Don’t jump off the loading dock.
⇒ Make sure trucks or trailers can’t move when they come up to the dock - chock or block the wheels.
⇒ When not in use, the edge of the dock should be protected with a guardrail.

Good Housekeeping
Good housekeeping begins with a simple rule: Keep it neat and make sure everything is in its place.
⇒ Don’t leave items in aisles, on the floor, or unsecured.
⇒ Clean up all spills immediately.
⇒ Don’t block sprinklers, exits, or fire extinguishers.
⇒ Don’t leave cutters or other sharp tools or materials sticking out.
⇒ Keep cords and wires off the floor.
⇒ Report loose flooring or other tripping hazards.
⇒ Dispose of all trash immediately in proper containers.

Protection Against Hazards

Personal Protective Clothing
⇒ Hard hats are important due to the amount of material located above your head.
⇒ Shoes should have non-skid soles to prevent slips.
⇒ Gloves may be needed when you’re handling rough or sharp materials.
⇒ Some tasks may require safety glasses.

Safety - It’s All About Attitude
No matter how good the protective equipment and how strict the rules, you can’t be safe unless you make safety a priority.
⇒ Pay attention to warning signs and signals, and obey them.
⇒ Watch where you’re going.
⇒ Walk, don’t run.
⇒ Hand tools and materials to others, don’t throw them.
⇒ Don’t fool around, there are too many potential hazards to engage in horseplay.
⇒ Take your safety seriously and use the equipment and procedures discussed in this brochure.

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Warehouse Safety
Safe, orderly, efficient warehouses and store-rooms are key to successful operation at Georgia Tech. Warehouses pose a great risk for potential accidents due to the amount of activity taking place.

Common Hazards

Housekeeping Hazards
Good housekeeping is a necessity in a warehouse. Housekeeping hazards include:
⇒ Objects or materials in the aisles or on the floor - tripping hazards.
⇒ Materials stacked or stored loosely that might fall on someone.
⇒ Protruding nails and other sharp objects that can puncture or cut.
⇒ Water, oil, or other liquids on the floor that can cause slips and falls.
⇒ Hazardous materials not properly stored can lead to injury or illness.

Material Handling Hazards
Whether you are using equipment or lifting and carrying objects/materials yourself, here are some things to watch out for:
⇒ Forklifts can tip over if not driven slowly and carefully by trained, authorized operators.
⇒ Forklift operators must understand their machines and follow the rules of the road.
⇒ Pedestrians must be on the lookout for forklifts and stay out of the way when they’re in use.
⇒ Hand trucks and other material handling equipment can also pose hazards to untrained employees - unbalanced loads or loads you can’t see over can be dangerous.
⇒ Manual lifting is a major potential source of back injuries.
⇒ Lifting loads that are too high or unbalanced creates a risk of back injuries, and also a risk of tripping or bumping into things.

Protection Against Hazards
These are some ways to protect yourself from harm in a warehouse. Protection comes both from safety equipment features and the ways you use the equipment to perform the job.

Material Handling - Forklift
⇒ Make preparation your first step in each job.
⇒ Check the load and decide how best to move it, then check your route to ensure it is safe.
⇒ No one but the operator should be on a forklift.
⇒ Never stand or walk under the raised part of a forklift.
⇒ Place forklift loads so they’re stable and won’t fall off or tip the truck over.
⇒ Drive a forklift slowly.
⇒ Keep forks, and loads, low and tilted back while moving.
⇒ Park a forklift with forks lowered and flat, brake set, and key removed.

Material Handling - Hand Trucks
⇒ Load heavy objects on the bottom.
⇒ Secure bulky or awkward items.
⇒ Don’t pile items so high that you can’t see over them.
⇒ Push, rather than pull, when possible.
⇒ Lean in the direction you’re going and keep the load ahead of you when walking downhill.