

Safety Check List for Operation in Shed

Location -

Date & Time -

Nature of operation and type of cargo handling -

Note - All the items in the checklist should indicate "Yes" for safe operation. If any item indicates "No" then appropriate safety precautions should be advised to concerned or work may be stopped if it's posing immediate danger to the life of any person working thereat.

Sr. No.	Item	Yes	No	Remarks
A	Shed			
1	Structural stability of the structure is carried out.			
2	Adequate ventilation exist			
3	No unsafe condition in structure exist i. e. loose plaster, cracks in wall, fall of ceiling fan, corroded surface, etc.			
4	No water leakage from roof or through wall			
5	Rail guard protection or adequate protection for structural pillars of the shed			
6	Surface level is even; especially at shed door entrance			
7	Shed doors are in good working condition			
8	Condition of staircase is satisfactory i. e. steps & hand railings, etc. <i>(Refer Regulation 24)</i>			
9	Sufficient illumination is available at all locations <i>(Refer Regulation 16)</i>			
10	All electrical connections & wiring are in sound condition. No exposed / naked / dangerous point / fittings exists.			
11	During temporary electric supply, all joints are properly insulated and all wires are in good condition. No part of any wire is having any chance of contact of water with any electric wire			
12	Cargo lift is in satisfactory working condition with annual inspection carried out.			
13	If any air condition is installed, adjacent to entry door, then alternate escape route is available for emergency exit.			
14	Marking for cargo stacking area is done <i>(Refer Regulation 66)</i>			
15	Cargo stack is not overloaded to its rated capacity of surface <i>(Refer Regulation 66)</i>			
16	Stack is secured or blocked by suitable means to prevent its shifting or falling <i>(Refer Regulation 66)</i>			
17	Cargo stacking is proper with interlocking and in safe condition. There is no possibility of falling of any cargo from any stacks thereat. <i>(Refer Regulation 66)</i>			
18	Not stacked to such height, which render the pile unstable <i>(Refer Regulation 66)</i>			

19	Sufficient space is available between cargo stacks for access/movement person / vehicle <i>(Refer Regulation 66)</i>			
20	Sufficient and safe space between cargo and shed wall / any structure <i>(Refer Regulation 66)</i>			
21	All Handcart are kept in good working condition with its periodical maintenance			
22	All Aluminum ladders are in good condition i. e. no rung is missing, proper rubber shoes, etc. <i>(Refer Regulation 24)</i>			
23	No Spillage observed and in case of any spillage, for collection sufficient quantity of saw dust, drums, etc. are available			
24	Sufficient number of helmets are available for use of dock workers and they are maintained properly <i>(Refer Regulation 73)</i>			
25	All persons working thereat are using appropriate PPEs <i>(Refer Regulation 73)</i>			
26	First aid box with all required medicine is available. No medicine is kept beyond its date of expiry or damaged <i>(Refer Regulation 101)</i>			
27	Register of First Aid rendered is available and notice of first aid box availability is displayed <i>(Refer Regulation 101)</i>			
28	Stretcher is available and is in good working condition. <i>(Refer Regulation 104)</i>			
29	Sufficient fire extinguishers are available and no extinguisher is due for annual testing/refilling <i>(Refer Regulation 17)</i>			
30	In Fire buckets; sand and water is properly filled <i>(Refer Regulation 17)</i>			
31	No smoking boards are displayed <i>(Refer Regulation 17)</i>			
32	Provision of drinking water & cold water is available <i>(Refer Regulation 96)</i>			
33	Provision of washing facility is available <i>(Refer Regulation 100)</i>			
34	Rest room is available with proper hygiene & sufficient amenities like cleanliness, light, ventilation, fans, etc. <i>(Refer Regulation 105)</i>			
35	Adequate toilet block facility with supply of water is available. Periodical cleaning is carried out. <i>(Refer Regulation 97)</i>			
36	Dustbin with appropriate segregation is available <i>(Refer Regulation 95)</i>			
37	Display of emergency numbers in the shed			
B	Fork Lift			
	Transporters Name -			
	F/L DEP No. -			
	F/L Operators Name -			

38	Marking of SWL on F/L			
39	Valid license of operator			
40	Reverse horn is working or help of signaler is available <i>[Refer Regulation 57(8)(b)]</i>			
41	Both Side mirrors are available <i>(Refer Regulation 40)</i>			
42	Front and rear Head & Tail lights are working <i>(Refer Regulation 40)</i>			
43	No oil / fuel leakage or spillage			
44	Length of fork is more than or equal to the width / length of load its handling <i>(Refer Regulation 40)</i>			
45	Load chart is available with operator			
46	Method of handling of load is proper and safe			
48	Workers working thereat are wearing PPEs <i>(Refer Regulation 73)</i>			
49	No person is standing at blind spots in path of forklift or below suspended load or moving/passing load			
50	While carrying load vision of operator is not obstructed due to cargo. If No, then adequate help of signaler is available to guide his path. <i>[Refer Regulation 57(8)(b)]</i>			
51	Handling is not causing any road / traffic obstruction. If No, then any alternate method of handling is available. Then also, no, then all safety precautions are taken.			
52	Movement of cargo on fork is carried out in at minimum lowered position i. e. ground level			
53	No person is standing on forklift while it is being moved			
54	Effective mechanical braking device and mechanically operated current cut-off that comes into operation automatically when the operator leaves the forklift.			
55	Operator is protected by overhead guard			
56	Tested for stability as per National Standards			
57	Area of handling is sufficiently ventilated			
58	If handling Dangerous Goods, then spark arrester is provided on its exhaust			
C	Truck or Trailer			
	Transporters Name.			
59	Driver possess valid Driving license			
60	Cleaner is provided or helper is available for man oeuvre of vehicle <i>[Refer Regulation 57(8)(b)]</i>			
61	Driver, cleaner working thereat are wearing PPEs <i>(Refer Regulation 73)</i>			
62	Condition of Trailers bed is satisfactory <i>(Refer Regulation 57)</i>			
63	Side metal Stanchions are properly fixed in pockets on			

	trailer to prevent falling of load from bed and loads are stacked beyond height of stanchions <i>[Refer Regulation 57(4)]</i>			
64	Both Side mirrors are available <i>(Refer Regulation 40)</i>			
65	Brakes, Head lights and Tail lamps are working <i>[Refer Regulation 40(3)]</i>			
66	Package / load is properly placed and secured on trailer <i>(Refer Regulation 57)</i>			
67	Vehicle is not loaded beyond its registered capacity <i>(Refer Regulation 57)</i>			
68	Twist locks are provided in case of containers movement <i>[Refer Regulation 85(13)]</i>			
69	Vehicle is Maintained in good working condition <i>(Refer Regulation 57)</i>			
70	Safe way for workers to approach on trailer bed for handling load			
71	Lashing is not removed until fork is placed for offloading of load. If not, then suitable protective measures taken for protection from falling load			
72	No worker is standing in potential danger zone, where there is a chance of falling of load			
73	While removing sling or shackle, worker's hand/fingers are not in a potential danger zone i. e. can caught in between two surfaces			

Shed Sudptt ./ Labour Supervisor / Safety Inspector

Sectional Asst. Manager / Safety Officer

c. c. to the concerned departments - for information & necessary action