



Recommended Procedures for Maintaining Safe Warehouses (Including Shipping & Receiving/Loading Docks)

Main Production/Work Floor:

- Use highly visible floor markings to indicate permanent aisles and passageways.
- Patch or fill cracks in walkways greater than ½"wide.
- Use highly visible signage or floor markings to increase awareness in transition areas from office to manufacturing/production floor.
- Mark all ramps or inclined surfaces and ensure surfaces are slip resistant.
- Keep aisles and walkways free of debris and obstructions such as boxes, files, raw materials, tools, extension cords, hoses, packing materials, carts, and other debris.
- Organize storage areas to eliminate clutter using wall-mounted storage hooks, shelves, hose spools, etc.
- Position equipment to avoid cables crossing pedestrian routes; use cable covers securely fix to surfaces, or consider use of cordless tools.
- Use cord organizers to bundle cords and cover cords on floor with a beveled protective cover or tape cords to flooring.
- Keep all floor drains clear of debris and standing liquids.

Loading Docks:

- Mark the dock edge with a reflective safety yellow tape or paint to highlight the edge and provide a better view of the dock.
- Clean out dock areas periodically to remove accumulated debris.
- Use guardrails to separate pedestrian traffic from the production traffic of the loading dock.
- Train all personnel in dock safety.

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Floor Matting:

- Use matting with a slip-resistant backing in doorways and transition areas from office to manufacturing/production floor where surface contaminants are common.
- Use mats that reach all the way to the edge of the doorway and are long enough for a person to take three to four steps on the mat before stepping off of it.
- Install floor mats in areas that get wet or oily or where spills might occur such as under water fountains, near machinery process areas.
- Avoid overlap or gaps between mats in order to provide a continuous walkway path.
- Mats should have a beveled or graduated edge no greater than ¼" to help reduce the possibility of tripping on the mat edge.
- Secure mats from moving or make sure they have a slip-resistant backing.
- Routinely inspect mats and replace those that curl, bunch or are damaged.
- Use anti-fatigue mats at all workstations where people stand for more than 4 hours/shift.

Housekeeping:

- Conduct regular mopping of floor areas to remove water, oils, grease, and soap from cleaning solutions.
- Conduct frequent dusting and sweeping of dusts, powders, granules, and other small objects, such as metal nuts and bolts spilled on the floor.
- Use appropriate signage during cleaning to warn of slippery floors.
- Prevent entry to areas that are wet using barrier products such as caution signs and caution tapes.
- Schedule routine floor cleaning for times when traffic in the area is slowest.
- Have an adequate number of waste receptacles are positioned throughout the floor area.
- Train cleaning staff on the correct use of all cleaning products based on manufacturers recommendations.



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Spill Response:

- Have a protocol for cleaning up spills in processing, fluid transfer and waste collection areas.
- Clean up spills immediately. For greasy liquids, use the appropriate cleaning agent.
- Use sorbents instead of a mop to manage small spills. Do not use cardboard to soak up spills.
- Encourage workers to cover, clean, or report spills promptly.
- Use wet floor signs, barricade tape, traffic cones and other signage to indicate the presence of a spill or identify areas that may be unusually slippery.
- Store wet floor signs, barricade tape and spill clean-up equipment near where they will be needed.
- Choose a spill kit that is appropriate for the liquids used in the work area.

Spill Management:

- Use absorbents in fluid dispensing areas, waste collection stations, fluid overspray areas, around water fountains, coffee areas, sinks and other areas where spills are common.
- Use absorbents on window ledges or areas where leaks penetrate seams, such as building foundations.
- Use absorbent material rolls or flat sheets around the machines that contain oily liquids fluids. Replace them when they become soaked with fluid.
- Stock spill kits or absorbent supplies in leak and spill prone areas.
- Have convenient collection containers to dispose of used absorbents.

Lighting:

- Verify that lighting levels are adequate, especially when transitioning from bright outside light to darker inside light.
- Check that lighting levels are compliant with local codes, ANSI®, and/or Illuminating Engineering Society (IESNA) recommendations.

Stepstools and Ladders:

- Train employees on the proper use of ladders.
- Verify that ladders from the dock floor to the dock will meet OSHA specifications.

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Slip-resistant footwear:

- Choose proper footwear for the work conditions; slip-resistant footwear should be worn when dealing with food based or industrial oils.
- For office workers, stock slip-resistant shoe covers at the entrances to production areas.
- Use proper signage to remind office employees of the need for safety shoes (or covers) when entering production or other slippery areas.
- Replace footwear when it becomes worn or damaged.
- Educate employees on the importance of slip-resistant footwear.

