

STANDARD PRACTICE INSTRUCTION**DATE:** _____**SUBJECT:** Loading Dock Safety Program (Industrial).**REGULATORY STANDARD:** OSHA - 29 CFR 1910.178 (Powered Industrial Trucks)
OSHA - 29 CFR 1910.176 (Materials Handling)

BASIS: Thousands of workers are injured every year due to injuries sustained on loading docks or during loading operations. The Occupational Safety and Health Administration (OSHA) estimates that most of these accidents can be prevented if proper safety precautions at job sites are initiated. This poses a serious problem for exposed workers and their employer. The OSHA Safety Standards establish uniform requirements to ensure that the associated hazards in U.S. workplaces are evaluated, safety procedures implemented, and that the proper hazard information is transmitted to all affected workers.

GENERAL: ABC Corporation will ensure that all loading docks within our facility(s) are evaluated. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying potential deficiencies, evaluating the associated potential hazards, communicating information concerning these hazards, and establishing appropriate procedures, protective measures, and corrective measures for employees.

RESPONSIBILITY: The company Safety Officer is _____. He/she is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Officer is the sole person authorized to amend these instructions and is authorized to halt any operation of the company where there is danger of serious personal injury.

Contents of the Loading Dock Safety Program (Industrial)

1. **Written Program.**
2. **General Requirements.**
3. **Housekeeping (General Company Policy).**
4. **Aisles and Passageways.**
5. **Covers and Guardrails.**
6. **Floor Loading Protection.**
7. **Guarding Floor and Wall Openings, and Holes.**
8. **Protection of Open-Sided Floors, Platforms, and Runways.**
9. **Stairs, Railings and Guards.**
10. **Definitions.**

ABC Corporation Loading Dock Safety Program

1. Written Program. ABC Corporation will review and evaluate this standard practice instruction in accordance with the following:

1. On an annual basis.
2. When changes occur to governing regulatory sources that require revision.
3. When changes occur to related company procedures that require a revision.
4. When facility operational changes occur that require a revision.
5. When there is an accident or close-call that relates to this area of safety.
6. Anytime the procedures fail.

Effective implementation of this program requires support from all levels of management. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

2. General Requirements. All facilities owned by this company will be maintained in a safe and healthful manner. Certain environments within the facility(s) of ABC Corporation may contain a reasonable probability of injury that can be prevented by proper maintenance and supervision. ABC shall do all possible to ensure the safety of our employees. No employee shall knowingly be subjected to a hazardous condition without all possible protective measures first being implemented.

3. Housekeeping for Loading Docks.

3.1 All receiving areas and loading dock surfaces shall be kept clean, orderly, sanitary, and free of known hazards.

3.2 The floor surfaces of these areas shall be maintained in a clean and, so far as possible, a dry condition. Where wet conditions exist, drainage shall be maintained.

3.3 To facilitate safety, dock areas shall be kept free from protruding nails, splinters, holes, or loose boards or other hindrances that could cause tripping or other hazards.

3.4 Sufficient illumination will be provided in all dock areas at all times. Employees discovering lighting deficiencies will report them to _____ for correction.

3.5 Dock machinery and equipment. _____ will ensure that machines and equipment on loading docks and in receiving departments will be maintained in a clean, serviceable and orderly manner.

3.6 Emergency exit doors. Will be kept free of any obstacles at all times. Any employee finding an emergency door blocked should immediately report the condition to _____ for correction. Exit lights and signs will also be maintained in proper condition at all times, and immediately reported if deficient.

3.7 Spills (trained personnel). Spills in dock areas will be contained immediately by any employee trained in spill containment and immediately reported to _____.

3.8 Spills (untrained personnel). Spills in dock areas will be immediately reported to _____ by any employee discovering the spill not having training in containment measures.

4. Ramps and Passageways in Dock Areas.

4.1 Where mechanical handling equipment is used, sufficient safe clearances will be maintained for ramps, aisles, at loading docks, through doorways and wherever turns or passage must be made. Aisles and passageways shall be kept clear and in good repair, with no obstruction across or in ramps and aisles that could create a hazard.

4.2 Permanent ramps, aisles and passageways shall be appropriately marked.

5. Fall Hazards in Dock Areas. Covers and/or guardrails shall be provided to protect personnel from fall hazards in dock areas.

5.1 Supervisory responsibilities. Dock areas will be properly guarded, covered, cordoned off, or marked, to prevent injury. Supervisors will ensure the following are properly secured and reported to _____ (maintenance?) if safety deficiencies are noted:

5.1.1 Stairways in dock areas that are unguarded.

5.1.2 Access ladders in dock areas that are unguarded.

5.1.3 Floor openings in truck receiving locations that are unguarded.

5.1.4 Temporary floor openings that are unguarded.

5.1.5 Open-sided ramps or platforms unguarded.

6. Trailer Floor Loading.

6.1 Securing trailers to docking plates. Trailers will be inspected for the following before any loading begins:

6.1.1 Proper "seating" against the loading platform?

6.1.2 Docking plate secure, and properly in place?

6.1.3 Wheel chocks in place and secure?

6.1.4 _____ (local requirement)

6.1.5 _____ (local requirement)

6.2 Loading trailers. The interior floor of trailers will be inspected for a safe and serviceable condition before loading begins. Trailer nomenclature plates or driver will be inspected/consulted to determine the safe load capacity before loading begins.

6.3 Securing trailers. Positive mechanical means to secure trucks or trailers to a loading dock is allowed provided the system is installed and used in a manner that effectively prevents movement of trucks and trailers during loading, unloading and boarding by handtrucks and powered industrial trucks.

6.4 Installed mechanical equipment. All mechanical equipment installed, will be maintained and used as recommended by the manufacturer.

6.5 Damaged mechanical equipment. Any damaged mechanical equipment will be removed from service immediately.

 *****DECISION POINT:** Suggested procedure. Reword as appropriate.

7. Routine Servicing and Maintenance. Regular maintenance and care of dock equipment is essential for economy, utilization, and most importantly, employee safety.

7.1 Preventative maintenance. A preventative maintenance and safety inspection program will be established based on manufacturer and OSHA guidelines.

END OF SAMPLE

**Order this OSHA Safety Plan online at
<http://www.SafetyInstruction.com>
or call toll free 866-598-2128.**

**This plan can be downloaded after you place your
order or sent via UPS hard disk.**