

TDI

Safety @ Work
Division of Workers' Compensation



Warehouse Equipment Inspections:

Guide and Checklists for Operators and Supervisors

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About this guide

Warehouse equipment failures can cause serious injuries, property damage, and operational disruption.¹ This publication gives employers and employees practical inspection checklists and guidance to help them spot hazards early and correct them before incidents occur. By building inspections into daily work and taking damaged equipment out of service promptly, employers can strengthen safety culture and reduce risk.²

This guide is organized by equipment type – use the Table of Contents to jump directly to the checklist that applies to your work. Together, these checklists provide a **general overview** of occupational safety and health considerations related to warehouse equipment inspections. It does not replace or change employer responsibilities under the Occupational Safety and Health Act of 1970, OSHA standards, or other federal, state, or local laws.³ Employers must review and follow all requirements that apply to their operations, including rules on materials handling, machinery and machine guarding, walking-working surfaces, and powered industrial equipment.^{4,5,6,7} This guide is not a substitute for manufacturer instructions, OSHA standards, or other applicable regulations.

Employers and employees should **use this guide as a starting point** and adjust their warehouse equipment inspection programs to fit the types of equipment, operations, and hazards in their own workplaces. They should consult equipment manuals, OSHA regulations and guidance, and other reliable resources when they create or update inspection procedures. Because guidance and enforcement policies can change over time, the information in this publication is accurate as of the publication date but may not reflect the most current requirements.⁸

Unless otherwise noted, the Texas Department of Insurance, Division of Workers' Compensation (DWC) – Workplace Safety produced this document using information from staff subject matter specialists, government agencies, and other authoritative sources. For the most current OSHA compliance information, visit www.osha.gov. For additional free DWC safety publications and streaming videos, visit www.txsafetyatwork.com, call **800-252-7031**, or email ResourceCenter@tdi.texas.gov.

INTRODUCTION

Warehouse equipment can fail without warning when employers do not inspect and maintain it. Damaged racks, worn dock equipment, defective conveyors, and unsafe battery charging areas can lead to falls, struck-by injuries, fires, and costly downtime.⁹

Regular inspections help employers find hazards early and fix them before someone gets hurt. The Occupational Safety and Health Administration (OSHA) requires employers to keep equipment in safe condition and protect employees from recognized hazards.^{10,11} This guide gives sample inspection checklists employers can adapt to fit their own equipment, operations, and manufacturer recommendations.

Equipment covered in this guide

This guide includes sample inspection tools for:

- Storage racks and shelving systems.¹²
- Dock levelers and dock plates.¹³
- Dock locks, vehicle restraints, and wheel chocks.¹⁴
- Conveyor belts and rollers.¹⁵
- Automated guided vehicles (AGVs) and autonomous mobile robots (AMRs).¹⁶
- Hoists, overhead lifting devices, and rigging equipment.¹⁷
- Shrink-wrapping machines and pallet wrappers.¹⁸
- Battery charging stations and battery handling equipment.¹⁹

This publication does not cover powered industrial trucks, including forklifts and powered pallet jacks. For forklift inspection requirements and sample checklists, see DWC's [Powered Industrial Truck Inspection Checklists](#) publication.

OSHA inspection requirements for powered industrial trucks are found in 29 CFR 1910.178.²⁰

Who should use this guide

This guide is for:

- Warehouse employees who perform pre-use or daily equipment checks.²¹
- Supervisors who oversee day-to-day operations.²²
- Maintenance personnel who perform periodic inspections and repairs.²³
- Safety managers who develop and monitor inspection programs.²⁴

How to use these checklists

Each equipment section includes:

- A brief hazard snapshot.
- Inspection focus areas.
- A sample inspection checklist.
- A corrective action log.

Use these checklists as templates. Modify them to match your facility layout, equipment, manufacturer instructions, and workload demands. Most warehouse equipment needs:

- Daily visual checks before use.²⁵
- More detailed weekly or monthly inspections.²⁶
- Periodic professional servicing based on manufacturer guidance.²⁷

Document all inspections and corrective actions, and remove defective equipment from service until it is repaired and verified safe to use.²⁸

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* **Note:** For forklift inspection requirements and sample checklists, see DWC’s [Powered Industrial Truck Inspection Checklists](#) publication.

Building an effective equipment inspection program

Warehouse equipment rarely fails all at once. It weakens over time as bolts loosen, frames bend, guards break, and hydraulics leak. Without a clear inspection program, small problems turn into injuries, fires, falls, struck-by incidents, or structural collapse.²⁹ A written program that assigns duties, sets inspection frequencies, and requires prompt repairs helps employers meet OSHA requirements and reduce downtime.³⁰

Use the checklist below to review your warehouse equipment inspection program.

Equipment inspection program checklist				
Program element	Yes	No	N/A	Comments
1. Written procedures describe how to inspect each type of warehouse equipment.				
2. Procedures identify who performs inspections and how often.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Procedures list specific items to inspect for each equipment type.				
4. Procedures require removing unsafe equipment from service until repaired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Operators inspect equipment before use or at the start of each shift.				
6. Operators report defects immediately and tag or lock out unsafe equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Supervisors conduct scheduled routine and detailed inspections.				
8. Supervisors review inspection records and follow up on hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Maintenance personnel perform preventive maintenance and technical inspections.				
10. Qualified personnel verify equipment is safe before return to service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Inspection forms or digital checklists are standardized and easy to use.				
12. Inspection records include date, equipment ID, inspector, items checked, and defects found.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Records show corrective actions, target completion dates, and verification of repairs.				
14. The facility tracks equipment tagged "DO NOT USE" or "OUT OF SERVICE."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Frequency of inspections

Inspection frequency should be based on equipment type, usage intensity, manufacturer recommendations, and regulatory requirements.³¹

Recommended inspection frequency guidelines

Inspection type	Frequency	Performed by
Pre-use visual check	Before each use or shift	Operator
Routine inspection	Daily or weekly	Operator or supervisor
Detailed inspection	Monthly or quarterly	Supervisor or maintenance
Comprehensive inspection	Annually	Qualified inspector
Post-incident inspection	After any collision or damage	Supervisor and maintenance



High-traffic facilities that use equipment heavily may need to inspect more often. Facilities with lower use may inspect less often, but they should still complete a comprehensive inspection at least once each year.³²

Inspect equipment immediately after a collision, structural damage, unusual noise or vibration, a near-miss incident, severe weather, or any equipment modification.³³ Document what you find. Remove unsafe equipment from service by tagging it, disabling its operation, or applying a lockout device until qualified personnel verify repairs and approve its return to use.³⁴



Storage racks and shelving inspection checklist



Hazard snapshot

Storage rack failures can cause serious injuries and fatalities.³⁵ When racks fail, heavy materials can fall without warning and workers may not have time to react. Common hazards include:

- Rack collapse from structural damage or overloading.
- Falling pallets or stored materials.
- Struck-by injuries from shifting or unstable loads.
- Progressive collapse after one upright or beam fails.
- Forklift impact damage that weakens structural components.
- Improper load distribution that overstresses connections.
- Missing safety clips or locking pins.
- Corrosion that reduces load capacity.
- Blocked sprinkler discharge due to storage too close to sprinklers.

OSHA requires employers to store materials so

they are stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse and to ensure storage does not create a hazard.³⁶ Employers should also follow recognized industry standards for rack design, installation, inspection, and maintenance.³⁷

Inspection focus areas

Inspect racks regularly to identify damage early. Even small impacts can weaken structural integrity.³⁸

Uprights and frames

- Look for visible impact damage, bends, twists, cracks, or buckling in upright columns.
- Check base plates and floor anchors for looseness, cracks, or missing bolts.
- Look for rust, corrosion, or deterioration that weakens structural components.
- Confirm uprights remain plumb and properly aligned and do not lean or twist.
- Inspect welds for cracks or separation.

Beams and braces

- Check beams for sagging, bending, deformation, or visible damage.
- Ensure all beam-to-upright connections are secure with locking clips or safety pins in place.
- Verify horizontal and diagonal bracing is intact with no missing or damaged parts.
- Look for cracks, corrosion, or damage at connection points.

Load conditions

- Verify loads do not exceed posted capacity limits.³⁹
- Ensure loads are evenly distributed across beams.
- Check pallets for broken boards, protruding nails, or other damage.
- Confirm loads do not overhang beams or extend into aisles.⁴⁰
- Look for unstable, leaning, or improperly stacked materials.

Guards and protection

- Inspect rack end guards, column protectors, and bollards for damage or displacement.
- Verify protective devices are securely mounted and functional.
- Replace damaged guards promptly.

Signage and markings

- Confirm load capacity signs are posted at each rack bay and clearly visible.
- Verify posted limits match the current rack configuration.

- Ensure signs are legible and not obscured by product.
- Check floor markings that define traffic lanes and required clearances.

Housekeeping and fire protection

- Keep aisles clear of obstructions, pallets, and debris.⁴¹
- Avoid storing materials under racks unless they are designed for that purpose.
- Maintain required clearance between sprinkler heads and stored materials.⁴²
- Clean up spills or conditions that could hide structural damage or create slip hazards.⁴³

When to remove racks from service

Remove rack systems — or affected sections — from service immediately if you identify conditions that could cause collapse or falling materials, such as:

- Bent, twisted, or buckled uprights.
- Cracked welds or fractured beams.
- Missing or failed beam locking devices.
- Severe corrosion or structural deterioration.
- Impact damage affecting load-bearing members.
- Missing or unreadable load capacity signage

Tag the damaged area clearly “DO NOT USE” or “OUT OF SERVICE.” Use lockout/tagout procedures when required.⁴⁴ Do not reload the rack until qualified personnel evaluate the damage, complete repairs, and approve the rack for use.⁴⁵

Storage racks and shelving inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. Uprights free of bends, cracks, twists, or buckling.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Base plates and floor anchors secure, no missing bolts.				
3. No excessive rust, corrosion, or deterioration on frames.	<input type="checkbox"/>		<input type="checkbox"/>	
4. Beams straight, no sagging or deformation.				
5. All beam locking clips and safety pins installed.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Horizontal and diagonal bracing intact, no missing parts.				
7. Loads within posted capacity limits.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Loads evenly distributed, no overhanging items.				
9. Pallets in good condition, no broken boards or protruding nails.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Column protectors, end guards, and bollards intact.				
11. Load capacity signs posted, visible, and legible.	<input type="checkbox"/>		<input type="checkbox"/>	
12. Aisles clear, no materials or debris under racks.				
13. Required sprinkler clearance maintained.	<input type="checkbox"/>		<input type="checkbox"/>	

Dock levelers and dock plates



Hazard snapshot

Dock levelers and dock plates bridge the gap between the dock and trailers, creating a busy transfer point where many serious injuries occur.⁴⁶ Common hazards include:

- Falls into the leveler pit or off unprotected edges during loading and unloading.
- Run-offs where forklifts or pallet jacks roll off the edge if equipment fails, shifts, or is not properly positioned.
- Sudden or unexpected movement from mechanical or hydraulic failures that can crush feet, legs, or hands.
- Pinch and crush points at moving lips, hinges, and deck components during operation, maintenance, or cleaning.
- Structural failure of decks, lips, or supports from overloading, corrosion, or impact damage.

Employers must keep dock surfaces in safe condition and protect employees from fall and struck-by hazards at loading docks, including taking defective dock equipment out of service until it is repaired and verified safe to use.^{47,48}

Inspection focus areas

Inspect dock levelers and dock plates before use and on a regular schedule. Dock failures can occur without warning.⁴⁹

Deck and lip condition

- Inspect the deck surface for wear, holes, cracks, or deformation.
- Check the lip for bending, cracking, or metal fatigue.
- Verify non-slip surfaces remain intact and effective.
- Look for rust or corrosion that could weaken the structure.
- Ensure the lip extends and retracts smoothly without binding or jerking.

Hydraulic and mechanical components

- Check hydraulic hoses, pipes, and fittings for leaks, bulges, kinks, or wear.
- Inspect cylinders for fluid leaks, rod damage, or corrosion.
- Examine hinges, springs, and pivot points for wear or seizure.
- Operate the leveler through a full cycle; it should move smoothly.
- Listen for unusual noises that may indicate mechanical problems.

Pit and structural condition

- Keep the pit area below the leveler free of debris, standing water, and obstructions.⁵⁰
- Inspect pit walls and floor for cracks or deterioration.
- Verify anchorages, welds, and mounting bolts are secure.
- Check the underside frame for bends, damage from impact, or rust.
- Make sure water drains properly and does not collect in the area.

Safety features and controls

- Test control buttons, switches, or pendants for proper operation.
- Verify emergency stop devices work correctly.
- Check indicator lights or signals that show leveler position and status.
- Inspect safety barriers, toe guards, and edge protection.⁵¹
- Ensure operating instructions are posted, legible, and accessible.

Capacity and labeling

- Confirm the capacity plate is present, legible, and accurate.⁵²
- Verify posted capacities match leveler specifications and actual use.
- Check that warning labels and safety signs are intact and visible.
- Train operators to follow weight limits and safe procedures.

When to remove dock equipment from service

Remove dock levelers or dock plates from service immediately if you identify:

- Cracked, bent, or deformed deck or lip components.
- Hydraulic leaks or failures that affect safe operation.
- Non-functioning controls, interlocks, or emergency stops.
- Severe corrosion or structural damage to frames or supports
- Loose or missing anchor bolts, failed welds, or unstable mounting
- Missing or unreadable capacity plates or safety labels

Tag equipment clearly "DO NOT USE" or "OUT OF SERVICE." Use lockout/tagout procedures when required.⁵³ Do not return equipment to service until qualified personnel complete repairs and verify safe operation.⁵⁴



Dock leveler and dock plate inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. Deck surface intact, no excessive wear, holes, or deformation.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Lip extends and retracts smoothly, no binding or jerking.				
3. No visible cracks, bends, or metal fatigue on lip.	<input type="checkbox"/>		<input type="checkbox"/>	
4. Non-slip surface intact and effective.				
5. No hydraulic leaks at hoses, cylinders, or fittings.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Hinges, springs, and pivot points operate freely.				
7. Leveler completes full cycle without abnormal noise.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Pit clear of debris, standing water, and obstructions.				
9. Anchorages, welds, and mounting bolts secure and intact.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Control buttons and operating switches functional.				
11. Emergency stop devices functional (test).	<input type="checkbox"/>		<input type="checkbox"/>	
12. Indicator lights or position signals working correctly.				
13. Toe guards and edge protection in place and intact.	<input type="checkbox"/>		<input type="checkbox"/>	
14. Capacity plate present, legible, and accurate.				
15. Operating instructions posted and accessible.	<input type="checkbox"/>		<input type="checkbox"/>	

Dock locks, vehicle restraints, and wheel chocks



Hazard snapshot

Trailer movement during loading and unloading creates some of the most dangerous hazards at warehouse docks.⁵⁵ These events often happen during busy periods when multiple trailers move in and out. Common hazards include:

- Trailer creep caused by gravity, slope, or suspension movement.
- Early departure when a driver pulls away before loading is complete.
- Trailer movement when forklifts enter or exit.
- Gaps between trailer and dock that lead to falls.
- Crush injuries between trailers, equipment, and dock structures.

Vehicle dock locks (restraint systems) and wheel chocks secure trailers to the dock and help prevent unexpected movement.⁵⁶ Employers must prevent premature trailer movement and protect workers from these hazards.⁵⁷

Inspection focus areas

Inspect dock locks before use and on a regular schedule. A failed dock lock can cause catastrophic injuries.⁵⁸

Engagement mechanism

- Make sure the restraint locks and unlocks smoothly.
- Check that the hook, bar, or other part grabs the trailer's ICC bar or tire the right way.
- Make sure it holds tight and does not slip or let go.
- Look for worn, bent, or damaged parts where it grabs the trailer.
- Check that it is set up correctly for the trailer height and type.

Indicator lights and signals

- Make sure inside and outside lights turn on and off like they should.
- Test that the lights clearly show the restraint status (for example, locked, unlocked, or ready).
- Check that any buzzers or alarms work when the restraint is not locked or is being unlocked.
- Make sure systems used to signal the driver at the dock are working.

- Check that signs explaining what the lights and signals mean are easy to see and read.

Structural condition

- Check the restraint frame, arms, and brackets for cracks, bends, or other damage.
- Look for rust or other damage that could make parts weaker.
- Make sure all bolts, pins, and fasteners are tight and not missing.
- Look at welds to see if any are cracked or coming apart.
- Check for damage where trailers or forklifts may have hit the restraint.

Hydraulic or pneumatic systems (if equipped)

- Check hoses and connections for leaks, wear, or other damage.
- Make sure the system has enough pressure to work correctly.
- Check cylinders for leaks or damage to the rods.
- Test that the system responds quickly and has enough holding power.

Wheel chocks

- Make sure wheel chocks are easy to get to and in good condition.
- Check that the chock surface grips well and is not badly worn.
- Make sure chocks are the right size for the trailer wheels at your dock.
- Check that employees use the chocks when required and put them back in the right place after use.⁵⁹

Area around restraints

- Check concrete or drive surfaces around the restraint for cracks or deterioration.
- Verify anchor bolts are secure and not pulling out.
- Keep the area free of debris, ice, oil, or other conditions that affect restraint function.⁶⁰

When to remove restraints from service

Remove dock locks or vehicle restraints from service right away if you find:

- The lock does not engage or will not hold securely.
- Broken or damaged hooks, bars, or ICC contact parts.
- Indicator lights, alarms, or communication systems that do not work.
- Hydraulic or air leaks that affect how the device works.
- Cracked welds or other structural damage.
- Loose, missing, or pulled-out anchor bolts.

Tag the equipment clearly as “DO NOT USE” or “OUT OF SERVICE.” Use lockout/tagout procedures when required.⁶¹ Do not load trucks at that dock until a qualified person repairs the restraint and confirms it works properly.⁶² If there is no safe backup method, stop loading at that dock position.⁶³

Dock lock, vehicle restraint, and wheel chock inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. Restraint engages and disengages smoothly.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Locking mechanism contacts trailer securely.				
3. Device holds firmly without slipping or releasing.	<input type="checkbox"/>		<input type="checkbox"/>	
4. Engagement components free of wear or damage.				
5. Interior and exterior indicator lights function correctly.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Light signals show correct status during test cycle.				
7. Audible alarms or warning signals functional (if equipped).	<input type="checkbox"/>		<input type="checkbox"/>	
8. Dock-to-driver communication systems operational.				
9. Frame, arms, and brackets free of cracks or bends.	<input type="checkbox"/>		<input type="checkbox"/>	
10. No excessive rust or corrosion on components.				
11. All bolts, pins, and fasteners secure.	<input type="checkbox"/>		<input type="checkbox"/>	
12. Hydraulic/pneumatic systems leak-free (if equipped).				
13. Wheel chocks available, correctly sized, and in good condition.	<input type="checkbox"/>		<input type="checkbox"/>	
14. Concrete and anchor bolts secure around restraint.				
15. Signage explaining restraint operation and signals posted and visible.	<input type="checkbox"/>		<input type="checkbox"/>	

Conveyor belts and rollers



Hazard snapshot

Conveyor systems move large volumes of material every day and create multiple hazard zones where workers can suffer serious injuries.⁶⁴ Many conveyor injuries involve caught-in, crushing, or amputation hazards when guards are missing or employees try to clear jams without stopping equipment.⁶⁵ Common hazards include:

- Caught-in or entanglement in belts, rollers, chains, or drive mechanisms.
- Pinch points where belts meet rollers or chains engage sprockets.
- Struck-by injuries from falling or dislodged products or broken parts.
- Falls from elevated conveyors or work platforms.
- Unexpected startup during maintenance, cleaning, or jam clearing.

OSHA requires employers to guard rotating parts, nip points, and other moving components to prevent employee contact.⁶⁶ Emergency stop devices must be accessible, and employers must control hazardous energy during servicing and maintenance, except for limited minor-servicing and cord-and-plug exceptions allowed under OSHA's lockout/tagout standard.⁶⁷

Inspection focus areas

Inspect conveyor systems on a regular schedule. Pay close attention to guarding and emergency stop devices.⁶⁸

Guards and physical barriers

- Verify all guards cover nip points, rotating shafts, pulleys, and drive components.
- Confirm guards are securely fastened and cannot be removed without tools.
- Inspect guards for damage, missing sections, or gaps that allow access to moving parts.
- Ensure guards do not create new hazards or interfere with safe operation.

Emergency stop devices

- Test emergency stop pull cords, buttons, or switches along the conveyor.
- Verify emergency stops are clearly marked, easy to reach, and within reach of work areas.⁶⁹
- Confirm activating an emergency stop immediately halts conveyor motion.
- Ensure emergency stops remain engaged until manually reset.
- Inspect pull cords for proper tension, damage, or sagging.

Belt and roller condition

- Inspect belt surfaces for fraying, cuts, tears, or excessive wear.

- Check for belt misalignment, tracking problems, or rubbing against structures.
- Verify rollers rotate freely without binding, excessive noise, or wobbling.
- Look for missing, seized, or damaged rollers.
- Examine belt splices and joints for separation or weakness.

Chains, sprockets, and drive components

- Check chains for proper tension, alignment, and lubrication.
- Inspect for stretched, kinked, or damaged links.
- Verify sprockets show no excessive wear, broken teeth, or damage.
- Examine motors, gearboxes, and couplings for leaks, noise, or vibration.

Controls and interlocks

- Test start and stop controls for proper labeling and operation.
- Verify interlocks prevent operation when guards are removed or access doors are open.⁷⁰
- Check indicator lights, alarms, or status signals.
- Ensure controls are protected from accidental activation.
- Confirm lockout/tagout points are clearly identified and accessible.⁷¹

Structural supports and frames

- Check frames, legs, and supports for cracks or bent parts.

- Make sure mounting bolts and fasteners are tight.
- Verify conveyors are level and lined up correctly.
- Look for vibration during operation that may signal structural or mechanical problems.

Housekeeping and clearances

- Remove product buildup, scrap, or debris from and beneath conveyors.⁷²
- Maintain clear access for inspection and maintenance.
- Keep platforms, walkways, and work areas free of spills, oil, grease, or other slip hazards.⁷³

When to remove conveyors from service

Remove a conveyor from service immediately if you identify:

- Missing or damaged guards.
- Non-functioning emergency stop devices.
- Failed interlocks or exposed nip points and rotating parts.
- Structural damage to frames, supports, or brackets.
- Severe belt wear, splice damage, or misalignment that could cause failure.
- Uncontrolled vibration, grinding, or other abnormal mechanical noise.

Tag equipment clearly "DO NOT USE" or "OUT OF SERVICE." Apply lockout/tagout procedures before servicing, jam clearing, or repair.⁷⁴ Do not restart the conveyor until qualified personnel verify that guards, controls, and safety systems are restored and operating correctly.⁷⁵

Conveyor belt and roller inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. All guards in place over nip points and drive components.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Guards secure, no damage or missing sections.				
3. Emergency stop devices accessible and functional.	<input type="checkbox"/>		<input type="checkbox"/>	
4. E-stops tested and immediately halt conveyor.				
5. Pull cords properly tensioned, no damage or sagging.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Belt surface intact, no fraying, cuts, or excessive wear.				
7. Belt aligned properly, no tracking problems.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Rollers rotate freely, no binding, noise, or wobbling.				
9. No missing, seized, or damaged rollers.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Chains properly tensioned, aligned, and lubricated.				
11. Sprockets show no broken teeth or excessive wear.	<input type="checkbox"/>		<input type="checkbox"/>	
12. Start/stop controls labeled and function correctly.				
13. Interlocks prevent operation when guards are removed.	<input type="checkbox"/>		<input type="checkbox"/>	
14. Frames and supports secure, no cracks or deformation.				
15. Area around conveyor clear of debris and slip hazards.	<input type="checkbox"/>		<input type="checkbox"/>	

Automated guided vehicles (AGVs) and autonomous mobile robots (AMRs)



Hazard snapshot

AGVs and AMRs move materials without onboard operators and often share space with pedestrians, forklifts, and other equipment.⁷⁶ Even with built-in safety features, workers can still be injured if sensors fail, routes change, or employees step into travel paths unexpectedly.⁷⁷ Common hazards include:

- Struck-by injuries from moving units, especially in mixed-traffic areas.
- Unexpected startup or sudden changes in speed or direction.
- Interaction hazards when workers do not understand AGV or AMR behavior.
- Pinch points at lift tables, load platforms, or conveyor interfaces.
- Collisions caused by blocked routes, poor visibility, or overreliance on automation.

Facilities that use AGVs and AMRs must train workers on safe interaction, maintain safety systems, and clearly define and mark travel routes.⁷⁸

Inspection focus areas

Inspect AGVs and AMRs regularly to verify safety systems work as designed. Do not rely solely on automation to prevent injuries.⁷⁹

Sensors and safety systems

- Keep safety laser scanners, lidar, cameras, and proximity sensors clean and unobstructed.
- Test that sensors detect obstacles and cause the unit to slow or stop appropriately.
- Check sensor mounting brackets and wiring connections for looseness or damage.
- Ensure ranges and detection zones are set and calibrated correctly.
- Verify the unit responds correctly when objects enter warning and protective fields.

Brakes and emergency stops

- Test emergency stop buttons on the unit body for immediate response.
- Verify remote emergency stop functions operate correctly (if provided).
- Confirm the unit comes to a controlled stop when an emergency stop is activated.
- Ensure brakes engage automatically when the system detects a fault.
- Verify the unit cannot move while an emergency stop is engaged.⁸⁰

Warning lights, horns, and alarms

- Confirm visual warning lights (beacons, strobes) are operational and visible.
- Test horns, beepers, or alarms to ensure they sound during movement as intended.
- Check that warnings activate before the unit begins to move.
- Make sure light intensity and sound levels are adequate for the warehouse environment.
- Verify communication devices between the unit and the control system function correctly.

Wheels, casters, and steering

- Inspect wheels and casters for wear, flat spots, or damage.
- Remove debris, stretch wrap, or banding wrapped around wheels or axles.
- Verify wheels rotate freely without binding or excessive play.
- Check that steering mechanisms operate smoothly and track correctly.
- Inspect wheel mounting hardware for tightness.

Physical condition and attachments

- Check the frame and body for impact damage, cracks, or deformation.
- Inspect load-carrying surfaces, lift tables, or conveyor interfaces for damage.
- Verify all covers, panels, and guards are secure and not missing.⁸¹
- Check battery compartments (if applicable) for secure mounting and proper ventilation.

- Identify and evaluate any pinch points created by moving mechanisms.

Routes and traffic controls

- Verify floor markings, tape, or other indicators that define travel routes are intact and visible.⁸²
- Check that travel paths are clear of pallets, debris, or other obstructions.⁸³
- Ensure warning signage for AGV and AMR traffic is posted and easy to see.
- Verify barriers or physical guards separate AGV routes from high-traffic pedestrian areas where needed.⁸⁴
- Confirm that any route changes are updated in the control system and on the floor markings.

When to remove AGVs and AMRs from service

Remove an AGV or AMR from service immediately if you identify:

- Non-functioning obstacle-detection sensors.
- Failed emergency stop devices or brake systems.
- Loss of communication with the control system that affects safe operation.
- Structural damage to the frame that could affect stability.
- Inoperative warning lights, horns, or alarms.
- Steering or drive system malfunctions.

Tag the unit clearly "DO NOT USE" or "OUT OF SERVICE." Do not return it to operation until qualified personnel repair the defects and verify that all safety systems function correctly.⁸⁵

AGV/AMR inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. Sensors clean, unobstructed, and securely mounted.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Unit detects obstacles and slows or stops appropriately.	<input type="checkbox"/>		<input type="checkbox"/>	
3. Sensor wiring and connections intact and secure.	<input type="checkbox"/>		<input type="checkbox"/>	
4. Emergency stop buttons functional (test).	<input type="checkbox"/>		<input type="checkbox"/>	
5. Unit stops immediately when emergency stop is activated.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Visual warning lights operational and visible.	<input type="checkbox"/>		<input type="checkbox"/>	
7. Audible alarms sound during unit movement.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Communication with control system functional.	<input type="checkbox"/>		<input type="checkbox"/>	
9. Wheels and casters free of damage and debris.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Wheels rotate freely; steering operates smoothly.	<input type="checkbox"/>		<input type="checkbox"/>	
11. Frame and body free of impact damage or cracks.	<input type="checkbox"/>		<input type="checkbox"/>	
12. Covers, panels, and guards secure and intact.	<input type="checkbox"/>		<input type="checkbox"/>	
13. Load surfaces and interfaces undamaged.	<input type="checkbox"/>		<input type="checkbox"/>	
14. Travel routes clear of obstructions.	<input type="checkbox"/>		<input type="checkbox"/>	
15. Floor markings and warning signage visible and intact.	<input type="checkbox"/>		<input type="checkbox"/>	

Hoists, overhead lifting devices, and rigging equipment



Hazard snapshot

Hoists, overhead cranes, and rigging equipment lift and suspend heavy loads above workers.⁸⁶ When lifting equipment or rigging fails, loads can fall without warning and cause severe injuries or fatalities.⁸⁷ Common hazards include:

- Falling loads from failed hooks, slings, chains, or connections.
- Struck-by injuries from swinging loads or dropped rigging components.
- Crushing between loads and fixed structures or equipment.
- Rigging failure due to wear, overloading, or improper use.
- Structural failure from exceeding rated capacity or using damaged equipment.

OSHA requires slings and rigging equipment to be inspected before use and at regular intervals based on how often and how severely they are used, and defective equipment must be removed from service immediately.⁸⁸ Manufacturers' instructions for lifting capacity, angles, configuration, and other limitations must be followed for all lifting devices and rigging equipment.

Inspection focus areas

Inspect all lifting components before each use and during periodic inspections. Pay special attention to wear, deformation, and identification markings.⁸⁹

Hooks and safety latches

- Inspect hooks for cracks, nicks, gouges, bending, twisting, or an increased opening in the hook throat.
- Look for excessive wear on hook saddles and other load-bearing surfaces.
- Verify safety latches are present, functional, and close securely.
- Do not use hooks that have been welded, heated, ground, or otherwise modified.⁹⁰

Chains and chain slings

- Examine each link for cracks, nicks, gouges, excessive wear, or stretching.
- Check for twisted, kinked, bent, or deformed links.
- Measure chain length if stretch is suspected and compare with manufacturer limits.
- Inspect master links, end fittings, and connectors for wear, distortion, or damage.
- Look for signs of heat damage, corrosion, or chemical attack.

Wire rope and cable

- Inspect each rope lay for broken wires and document if limits are approached.

- Look for kinks, crushing, bird-caging, or core protrusion.
- Check for corrosion, including areas that may hide internal damage.
- Verify rope diameter has not been reduced beyond manufacturer limits.
- Examine end terminations (sockets, clips, splices, clamps, swages) for proper installation and condition.⁹¹

Synthetic web slings and straps

- Inspect webbing for cuts, tears, snags, or abrasive wear.
- Check stitching at load-bearing seams for pulled or broken threads.
- Look for burns, melting, hard spots, chemical damage, or discoloration.
- Verify identification tags are present, legible, and show capacity information.⁹²

Hoist mechanisms and components

- Inspect hoist frame, housing, and structural components for cracks or deformation.
- Check load chain or wire rope condition using the criteria above.
- Test upper and lower limit switches to prevent over-travel.
- Verify brakes engage properly and hold loads securely without slipping.
- Listen for unusual noises such as grinding, rattling, or squealing during operation.
- Examine sheaves, pulleys, and drums for wear, cracks, or damage.⁹³

Load ratings and markings

- Confirm capacity markings are legible and attached to hoists, trolleys, and rigging.⁹⁴
- Ensure rated loads match the application and are not exceeded.⁹⁵
- Verify inspection tags or records are current where required.
- Post load charts or operating instructions where operators can see them.

When to remove lifting equipment from service

Remove hoists, cranes, or rigging from service immediately if you identify:

- Cracked, bent, twisted, or otherwise deformed hooks.
- Missing or non-functioning safety latches.
- Broken, stretched, or severely worn chain links.
- Excessive broken wires, kinks, or bird-caging in wire rope.
- Cuts, burns, severe abrasion, or missing ID tags on synthetic slings.
- Limit switches that do not stop travel at the correct point.
- Brakes that slip or fail to hold a load.
- Missing, illegible, or incorrect capacity markings.

Tag the equipment clearly “DO NOT USE” or “OUT OF SERVICE.”⁹⁶ Only qualified personnel may repair or recondition lifting equipment, and only when allowed by the manufacturer and applicable standards.⁹⁷ Never lift a load with damaged or unidentified rigging.⁹⁸

Hoist and rigging inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. Hooks free of cracks, nicks, gouges, bending, or throat opening increase.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Safety latches present and function correctly.	<input type="checkbox"/>		<input type="checkbox"/>	
3. Chain links free of cracks, stretching, or other damage.	<input type="checkbox"/>		<input type="checkbox"/>	
4. No twisted, kinked, or deformed chain links.	<input type="checkbox"/>		<input type="checkbox"/>	
5. Wire rope within acceptable broken-wire and diameter limits.	<input type="checkbox"/>		<input type="checkbox"/>	
6. No kinks, crushing, bird-caging, or core protrusion in rope.	<input type="checkbox"/>		<input type="checkbox"/>	
7. Synthetic slings free of cuts, tears, snags, or burns.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Sling ID tags present, legible, and show capacity.	<input type="checkbox"/>		<input type="checkbox"/>	
9. Hoist frame and housing free of cracks or deformation.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Limit switches tested and prevent over-travel.	<input type="checkbox"/>		<input type="checkbox"/>	
11. Brakes engage properly and hold load securely.	<input type="checkbox"/>		<input type="checkbox"/>	
12. No unusual noises during hoist operation.	<input type="checkbox"/>		<input type="checkbox"/>	
13. Sheaves, pulleys, and drums show no excessive wear or damage.	<input type="checkbox"/>		<input type="checkbox"/>	
14. Capacity markings legible and attached.	<input type="checkbox"/>		<input type="checkbox"/>	
15. Inspection tags or records current.	<input type="checkbox"/>		<input type="checkbox"/>	

Shrink-wrapping machines and pallet wrappers



Hazard snapshot

Shrink-wrapping machines and pallet wrappers use rotating turntables, moving film carriages, and automated cycles that create multiple hazard zones during loading, wrapping, and troubleshooting.⁹⁹ Many injuries occur when workers reach into moving equipment, bypass guards, or enter the machine envelope during operation.¹⁰⁰ Common hazards include:

- Caught-in injuries at rotating turntables, rollers, or film carriages.
- Struck-by injuries from moving carriages, arms, or rotating platforms.
- Pinch points at film tension rollers, cutters, and turntable edges.
- Cuts and lacerations from film blades and sharp film edges.
- Unexpected startup during clearing, adjustment, or maintenance.

Employers must guard moving machine parts, provide accessible emergency stop devices, and ensure interlocks prevent operation when guards are open or removed.¹⁰¹

Inspection focus areas

Inspect wrapping machines before use and on a regular schedule. Pay special attention to guarding, interlocks, and emergency stop devices.¹⁰²

Guards and physical barriers

- Verify guards are in place around the turntable, film carriage, and other moving components.

- Confirm fixed guards and panels are securely mounted with all fasteners tight.
- Inspect guards for cracks, deformation, gaps, or missing sections that allow access to hazards.
- Ensure guards do not interfere with normal operation or film loading.
- Use transparent guards where visibility is needed instead of removing guards.

Interlocks and safety devices

- Ensure the machine stops immediately when any access door or guard is opened.
- Verify interlocks prevent startup when guards are open or removed.¹⁰³
- Check that interlock switches are secure and not taped, jumpered, or bypassed.
- Ensure the machine cannot restart until guards are properly closed and latched.
- Test interlocks during each inspection.

Emergency stop devices

- Confirm emergency stop buttons are within easy reach of operator positions.
- Test that activating an emergency stop causes immediate machine shutdown.
- Check that emergency stops are clearly marked and remain engaged until manually reset.

- Inspect push buttons for sticking, damage, or missing covers.

Film carriage and turntable

- Inspect carriage tracks, guides, and wheels for wear, damage, or misalignment.
- Verify the carriage moves smoothly without binding or jerking.
- Check that the turntable rotates evenly without wobbling or unusual noise.
- Inspect the turntable surface for damage, missing decking, or protruding fasteners.
- Check film tension rollers for wear, damage, or improper alignment.

Film cutter and sealer (if equipped)

- Inspect the cutting blade for sharpness, damage, or misalignment.
- Verify the cutter guard or cover prevents accidental contact.
- Check that the cutter operates smoothly and cuts film cleanly.
- Inspect heat-sealing elements (if present) for damage or excessive wear.

Controls and programming

- Test start, stop, cycle, and mode selection controls for proper function.
- Verify control panel displays and indicators are legible and accurate.
- Check that the machine follows programmed settings correctly.
- Ensure controls are protected from accidental activation.

Housekeeping and footing

- Remove film scraps, plastic waste, and other debris around the machine.¹⁰⁴
- Verify operator footing and platforms are clean, dry, and slip-resistant.¹⁰⁵
- Ensure adequate lighting for safe operation and film loading.
- Look for oil, grease, or hydraulic leaks that could create slip hazards.¹⁰⁶
- Maintain clear space around the machine for safe operation and maintenance.

When to remove wrapping machines from service

Remove a shrink-wrapping machine or pallet wrapper from service immediately if you identify:

- Missing, damaged, or improperly installed guards.
- Failed or bypassed interlocks.
- Non-functioning emergency stop devices.
- Exposed rotating or reciprocating components in reachable areas.
- Damaged film cutter guards or unguarded blades.
- Turntable instability, structural damage, or severe vibration.
- Control malfunctions that affect safe operation.

Tag the machine clearly "DO NOT USE" or "OUT OF SERVICE." Follow lockout/tagout procedures before servicing, clearing jams, or making repairs.¹⁰⁷ Do not restart the machine until guards, interlocks, and emergency stops are restored and verified.¹⁰⁸ Never reach into a wrapping machine while it is operating.¹⁰⁹

Shrink-wrapping machine and pallet wrapper inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. All guards in place around moving components.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Guards securely mounted, no gaps, cracks, or damage.	<input type="checkbox"/>		<input type="checkbox"/>	
3. Safety interlocks stop machine when guards open.	<input type="checkbox"/>		<input type="checkbox"/>	
4. Interlocks tested, functional, and not bypassed.	<input type="checkbox"/>		<input type="checkbox"/>	
5. Emergency stop buttons accessible and functional.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Emergency stops immediately halt machine (test).	<input type="checkbox"/>		<input type="checkbox"/>	
7. Film carriage moves smoothly, no binding or jerking.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Turntable rotates evenly, no wobbling or abnormal noise.	<input type="checkbox"/>		<input type="checkbox"/>	
9. Turntable surface intact, no protruding fasteners.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Film tension rollers in good condition and aligned.	<input type="checkbox"/>		<input type="checkbox"/>	
11. Film cutter blade guarded and operates smoothly.	<input type="checkbox"/>		<input type="checkbox"/>	
12. Controls and displays legible and functional.	<input type="checkbox"/>		<input type="checkbox"/>	
13. Machine responds correctly to programmed settings.	<input type="checkbox"/>		<input type="checkbox"/>	
14. Area around machine clear of film scraps and debris.	<input type="checkbox"/>		<input type="checkbox"/>	
15. Operator footing clean, dry, and slip-resistant.	<input type="checkbox"/>		<input type="checkbox"/>	

Battery charging stations and battery handling equipment

Hazard snapshot

Battery charging and changing areas present chemical, electrical, fire, and ergonomic hazards.¹¹⁰ Lead-acid batteries contain sulfuric acid and generate hydrogen gas during charging.¹¹¹ Without proper controls, workers can suffer chemical burns, explosions, electrical shock, or back and shoulder injuries.¹¹² Common hazards include:

- Acid burns to skin and eyes.
- Hydrogen gas buildup that can lead to fire or explosion.
- Electrical shock during connection or disconnection.
- Strains from lifting, sliding, or positioning heavy batteries.
- Thermal burns from overheated batteries or chargers.

Facilities must provide quick-drenching or flushing facilities where corrosive materials are present and ensure adequate ventilation, spill control, PPE, and safe charging practices.¹¹³

Inspection focus areas

Inspect battery charging and changing areas on a regular schedule. Pay close attention to ventilation, emergency equipment, and electrical safety.¹¹⁴

Charging equipment and electrical components

- Inspect battery chargers for physical damage, cracked housings, or loose components.¹¹⁵
- Check power cords and plugs for cuts, fraying, or exposed conductors.
- Verify chargers are securely mounted and stable.

- Test charger indicator lights, displays, and controls.
- Look for signs of overheating such as discoloration, melted parts, or burning odors.
- Inspect outlets and visible wiring for damage, arcing, or loose connections.

Cables, connectors, and terminals

- Examine charging cables for cuts, abrasion, cracking, or exposed wiring.
- Inspect connectors and plugs for damage, melting, heat discoloration, or loose pins.
- Verify battery terminals are clean, tight, and free of heavy corrosion.
- Check terminal covers and insulation for cracks or missing pieces.
- Ensure cable strain-relief and retention devices are secure.

Batteries and battery cases

- Inspect battery cases for cracks, bulging, leaks, or impact damage.
- Check that vent caps are present and properly installed where applicable.
- Verify electrolyte levels are within the acceptable range if applicable to the battery type.
- Look for corrosion on terminals, connectors, and battery tops.
- Ensure batteries are properly restrained in equipment or in charging racks.
- Follow the battery Safety Data Sheets for hazards, handling, PPE, and first-aid information.

- Use proper lifting techniques or appropriate mechanical lifting devices when moving batteries.

Ventilation and ignition control

- Verify the charging area has adequate natural or mechanical ventilation.¹¹⁶
- Check that fans, ducts, and vents operate correctly and remain unobstructed.
- Keep open flames, smoking, and spark-producing equipment away from charging areas.¹¹⁷
- Confirm “No Smoking” and other hazard warning signs are posted and visible.

Eyewash and emergency equipment

- Verify an eyewash station is located within the required distance of charging and changing areas.
- Test eyewash units to ensure they deliver clean water at adequate flow.
- Keep access paths to eyewash and emergency showers (if provided) clear and unobstructed.
- Ensure emergency equipment is clearly marked with signage.

Spill control and PPE

- Verify an acid spill kit or neutralizing materials are present, stocked, and accessible.
- Check that the kit includes neutralizer, absorbent materials, and disposal containers.
- Inspect PPE such as face shields or chemical splash goggles, acid-resistant gloves, and protective aprons for damage or wear.¹¹⁸

- Store PPE near the charging area so workers can reach it quickly.
- Post emergency contact information and basic spill response instructions.

Signage and safe practices

- Confirm safety signs warning of chemical, fire, and electrical hazards are posted.
- Verify charger operating instructions and battery handling procedures are posted and legible.
- Clearly identify battery charging areas and restrict access where necessary.

When to remove equipment from service

Remove chargers, cables, or batteries from service immediately if you identify:

- Cracked, bulging, or leaking battery cases.
- Exposed electrical conductors or damaged cords.
- Melted connectors, overheating components, or strong burning odors.
- Inoperative ventilation systems in the charging area.
- Missing or non-functional eyewash equipment where corrosives are present.
- Severe corrosion that affects terminals or connections.
- Missing spill kits or unusable PPE needed for safe work.

Tag equipment clearly “DO NOT USE” or “OUT OF SERVICE.” Do not resume charging operations until hazards are corrected and the area and equipment are verified safe.¹¹⁹ Never smoke or create sparks in a battery charging area.

Battery charging station and battery handling inspection checklist

Location: _____ Date: _____

Inspector: _____

Inspection item	OK	Deficiency	N/A	Comments
1. Chargers free of physical damage and securely mounted.	<input type="checkbox"/>		<input type="checkbox"/>	
2. Power cords and plugs intact, no exposed conductors.	<input type="checkbox"/>		<input type="checkbox"/>	
3. Charger indicators and controls functional.	<input type="checkbox"/>		<input type="checkbox"/>	
4. No signs of overheating or burning odor.	<input type="checkbox"/>		<input type="checkbox"/>	
5. Charging cables intact, no cuts or abrasion.	<input type="checkbox"/>		<input type="checkbox"/>	
6. Connectors undamaged, no melting or heat discoloration.	<input type="checkbox"/>		<input type="checkbox"/>	
7. Battery terminals clean, tight, minimal corrosion.	<input type="checkbox"/>		<input type="checkbox"/>	
8. Terminal covers and insulation intact.	<input type="checkbox"/>		<input type="checkbox"/>	
9. Battery cases intact, no cracks, bulging, or leaks.	<input type="checkbox"/>		<input type="checkbox"/>	
10. Vent caps present and properly installed (if applicable).	<input type="checkbox"/>		<input type="checkbox"/>	

(Continued)

Inspection item	OK	Deficiency	N/A	Comments
11. Batteries properly restrained in equipment or racks.	<input type="checkbox"/>		<input type="checkbox"/>	
12. Adequate ventilation provided; fans operational.				
13. Area free of ignition sources (flames, sparks, smoking).	<input type="checkbox"/>		<input type="checkbox"/>	
14. "No Smoking" signage posted and visible.				
15. Eyewash station located within required distance.	<input type="checkbox"/>		<input type="checkbox"/>	
16. Eyewash tested and functional with clear access.				
17. Emergency shower functional (if provided).	<input type="checkbox"/>		<input type="checkbox"/>	
18. Acid spill kit present, stocked, and accessible.				
19. Required PPE (face shield/goggles, gloves, apron) available.	<input type="checkbox"/>		<input type="checkbox"/>	
20. PPE in good condition, no cracks, tears, or contamination.				
21. Safety signs and charging instructions posted and legible.	<input type="checkbox"/>		<input type="checkbox"/>	

Making inspections work



Inspection programs succeed when inspections become part of daily work—not an extra chore. Simple, routine checks help workers catch problems early and keep equipment safe to use.¹²⁰

Make inspections part of the workday

- Include brief pre-use checks at the start of each shift.¹²¹
- Build inspection completion into shift handoff procedures.
- Allow time during the workday for thorough inspections.
- Keep checklists short and easy to complete so they take minutes, not half an hour.

Train workers to recognize real hazards

Employees need more than a checklist; they need to know what matters. Training should cover:

- The specific hazards for each type of equipment.¹²²

- Signs of wear, damage, or malfunction.
- When to remove equipment from service and who to notify.¹²³
- How to document defects clearly and completely.

Remind workers that checking boxes is not the goal — preventing injuries is. Use refresher training, toolbox talks, and actual examples from your facility to reinforce key points.¹²⁴

Close the loop on inspections

Inspection programs fail when workers report hazards but never see action. To keep the system working:

- Review completed inspection forms daily or weekly, not monthly.
- Respond quickly to critical hazards and communicate when equipment is taken out of service.¹²⁵
- Track corrective actions from report to completion.

- Let employees know when their reports led to repairs or improvements.

When workers see that reporting defects leads to real changes, they keep speaking up.¹²⁶

Know when to remove equipment from service

Some conditions require immediate shutdown and lockout, not “watch and wait.” Examples include:

- Structural damage that compromises load-bearing capacity.
- Failed or non-functional safety devices (guards, emergency stops, interlocks, sensors, safety latches).
- Severe wear or damage to chains, belts, hooks, slings, or other critical parts.
- Hydraulic or electrical problems that could cause fire, shock, or uncontrolled movement.
- Equipment operating outside its rated capacity or design.¹²⁷

When equipment presents a clear hazard:

1. Stop use immediately—do not finish the task.
2. Apply lockout/tagout when required by your procedures.¹²⁸
3. Attach visible “DO NOT USE” or “OUT OF SERVICE” tags.

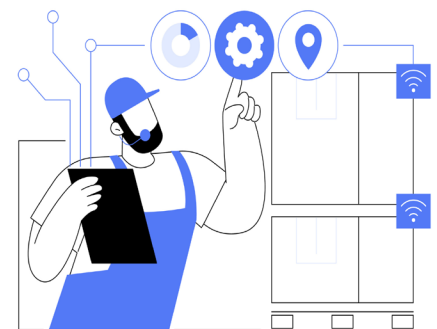
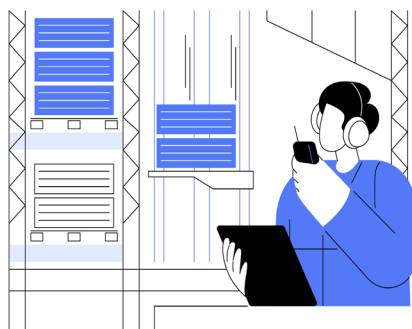
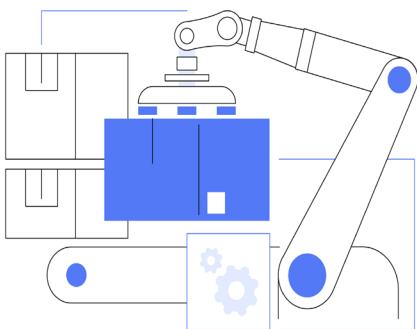
4. Notify supervision and maintenance with a specific defect description.
5. Document the defect and actions taken on the inspection or work order form.
6. Return equipment to service only after a qualified person verifies repairs and approves use.¹²⁹

Build a culture of equipment safety

Strong inspection programs reflect strong leadership and worker involvement. Effective programs share these traits:

- Supervisors participate in inspections and model safe behavior.
- Maintenance responds promptly to defect reports and communicates repair status.
- Workers feel empowered to report concerns without fear of blame.¹³⁰
- Management sets aside time and resources for inspections and repairs.
- Inspection data is reviewed to spot trends and make proactive improvements.

Regular inspections of racks, dock equipment, conveyors, AGVs and AMRs, hoists and rigging, shrink-wrapping machines, and battery charging stations protect workers, reduce downtime, and extend equipment life.¹³¹ When inspections become routine, warehouses find and fix hazards before they cause harm.



References

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