



# Warehouse Safety Checklist

conducted for

## Francisco Incorporation

**Building #**

12456

**Location**

34 Cuasay, Taguig, 1630 Metro Manila, Philippines

**Conducted on (Date and Time)**

06 Jul 2018 08:51 AM

**Inspected by**

Carlo Jo Rivera

**Completed on**



06 Jul 2018 10:15 AM

**Score**

53/63.0 - 84.13%

## Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
<p>Are aisles clear and open for material transfers?</p> <ul style="list-style-type: none"> <li>• No product shall be stored in aisles where it blocks equipment maneuvering.</li> </ul>	No	Products were not organized and it blocks this aisle.
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Appendix 1</div> </div>		
<p>Forklifts are used in hazardous locations (i.e. around flammable materials) are properly marked / labeled / tagged for the specific hazardous location?</p>	No	No labels or tags
<p>Are products which are broken, damaged or otherwise removed from distribution properly labeled, segregated (if required), disposed of or recouped?</p>	No	These are damaged goods and should be disposed.
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">Appendix 5</div> </div>		

## Actions

#1. Clean and organize this portion.

Assignee: Carlo@FI.com  
Priority: HIGH  
Due Date: 10 Jul 2018 09:05 AM  
Audit: 12456 / Francisco Incorporation / 06 Jul 2018 / Carlo Jo Rivera  
Linked to item: Are aisles clear and open for material transfers? • No product shall be stored in aisles where it blocks equipment maneuvering.  
Status: To Do

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#2. Repair this rack at row 5

Assignee: james@FI.com  
Priority: HIGH  
Due Date: 13 Jul 2018 09:35 AM  
Audit: 12456 / Francisco Incorporation / 06 Jul 2018 / Carlo Jo Rivera  
Linked to item: Are rack uprights and beams in good condition? • Bent racks and beams must be repaired or replaced. • All racks should be bolted to the floor.  
Status: To Do

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#3. Change light at row 11.

Assignee: Shane@FI.com  
Priority: HIGH  
Due Date: 07 Jul 2018 09:10 AM  
Audit: 12456 / Francisco Incorporation / 06 Jul 2018 / Carlo Jo Rivera  
Linked to item: Are overhead lighting, skylights, and roofs in good condition? • Check for leaks, broken panels/light bulbs, and missing bulb shields.  
Status: To Do

#### #4. Change light bulb

Assignee: Jam@Fl.com

Priority: HIGH


Due Date: 07 Jul 2018 09:30 AM

Audit: 12456 / Francisco Incorporation / 06 Jul 2018 / Carlo Jo Rivera

Linked to item: Are all exterior lights working properly? • This item will need to be inspected during the evening when lights are functioning.

Status: To Do

## General Inspection - 12/18 66.67%

Question	Response	Details
<b>General Information</b>		
Nature of business	Goods	
Materials and Products Stored	1. Canned goods 2. Proper hygiene products 3. Chemical substances (cleaning and pesticides) 4. Raw materials 5. Shoes, clothes and other apparel	
Procurement Manager	John Reyes	
<b>General Warehouse Areas</b>		Score (12/18) 66.67%
Are aisles clear and open for material transfers? • No product shall be stored in aisles where it blocks equipment maneuvering.	No	Products were not organized and it blocks this aisle.
<div style="display: flex; align-items: center; justify-content: center;">  </div> <p>Appendix 1</p>		

Question	Response	Details
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REFERENCE: Clean aisles. No materials are stored in walkways.  
 [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]



<p>Are floor and rack storage limits properly posted?</p> <ul style="list-style-type: none"> <li>• One sign near the entrance of the warehouse should indicate the floor rating.</li> <li>• All racks should be labeled with load ratings.</li> </ul>	<p>Yes</p>	
<p>Are rack uprights and beams in good condition?</p> <ul style="list-style-type: none"> <li>• Bent racks and beams must be repaired or replaced.</li> <li>• All racks should be bolted to the floor.</li> </ul>	<p>No</p>	<p>This rack is for repair.</p>



Appendix 2

Question	Response	Details
<p>Are designated open areas clear of blockage?</p> <ul style="list-style-type: none"> <li>• Such areas include 18 inch perimeters along interior walls as well as electrical panels and eye wash units.</li> </ul>	Yes	
<p>Are fire extinguishers and overhead fire sprinklers up to date for inspections and in good condition?</p> <ul style="list-style-type: none"> <li>• Verify employees have received appropriate training and education.</li> </ul>	No	Damaged overhead sprinkles
<div data-bbox="92 600 308 813" data-label="Image"> </div> <p data-bbox="140 819 256 846">Appendix 3</p>		
<p>Are all emergency exits clear of blockage and are the exit signs in good condition?</p> <ul style="list-style-type: none"> <li>• Inspect both inside and outside for blockage of the exits.</li> <li>• All exit signs should be lit &amp; all emergency lights tested.</li> </ul>	Yes	
<p>Are all pallets in good condition?</p> <ul style="list-style-type: none"> <li>• Empty pallets must be stored properly.</li> <li>• No broken or protruding wood or nails.</li> <li>• No pallets on edge.</li> <li>• Avoid storing empty pallets in quantities or densities in excess of O.H. fire sprinkler combustible load ratings.</li> </ul>	Yes	
<p>Are overhead lighting, skylights, and roofs in good condition?</p> <ul style="list-style-type: none"> <li>• Check for leaks, broken panels/light bulbs, and missing bulb shields.</li> </ul>	No	Need to change flickering light at row 11
<p>Are loose/unboxed materials stacked properly?</p> <ul style="list-style-type: none"> <li>• Properly stored by blocking, interlocking or limiting the height of the pile.</li> <li>• Insure product stack heights are enforced to prevent container crushing and falling materials.</li> </ul>	Yes	

Question	Response	Details
<p>Are all bags, containers, bundles, etc. stored in tiers that are stacked, blocked, interlocked and limited in height?</p> <ul style="list-style-type: none"> <li>• Stable and secure to prevent sliding or collapse.</li> </ul>	Yes	
<p>Are Derail and/or bumper blocks provided on spur railroad tracks where a rolling car could contact other cars being worked on or roll out into entrances to buildings, work or traffic areas?</p>	Yes	
<p>Are all employees use proper personal protective equipment when handling chemicals?</p>	No	Remind employees to wear appropriate PPE especially when handling materials
<p>Are guardrails and/or covers provided to protect personnel from the hazards of open sides of stairs, platforms, floor openings, floor holes, mezzanines, equipment pits, and other possible fall hazards?</p>	Yes	
<p>Are elevators and hoists for lifting items properly used?</p> <ul style="list-style-type: none"> <li>• Have adequate/safe clearances, no obstructions, appropriate signals and directional warning signs.</li> <li>• Documented annual inspections by licensed inspector are posted on the equipment and on file.</li> </ul>	Yes	
<p>All hazardous materials' containers are properly labeled?</p> <ul style="list-style-type: none"> <li>• Indicated chemical's identity, the manufacturer's name and address, and appropriate hazard warnings.</li> </ul>	No	There are chemical substances without labels
<div data-bbox="92 1505 308 1720" data-label="Image"> </div> <p data-bbox="140 1727 256 1753">Appendix 4</p>		
<p>Are all chemicals stored according to the manufacturer's recommendations and local or national fire codes. (i.e. flammable cabinets, cans, etc.)?</p>	Yes	



Question	Response	Details
Are all employees use the proper lifting technique for the materials being handled?	Yes	
Products and containers that are most frequently moved by hand are stored at rack heights that minimize bending / stooping or excess reach to pick up or place?	Yes	

## Dock Areas (Exterior and Interior) - 11/13 84.61%

Question	Response	Details
<b>Dock Areas (Exterior)</b>		Score (5/6) 83.33%
Are approach roads and staging areas (yard) clear for maneuvering, well drained, free of potholes and are all signs in place and legible?	Yes	
Is the approach to the dock well drained and free from potholes or other obstructions? • Pay particular attention to snow, ice, storm water and debris build up.	Yes	
Are dock positions clearly marked with painted lines that the drivers can see to help them spot their trailer accurately?	Yes	Dock areas were free from obstructions.
Are all exterior lights working properly? • This item will need to be inspected during the evening when lights are functioning.	No	Flickering light bulb
Are wheel chocks and/or trailer restraint systems working properly? • If trailer restraint systems are in use remember to inspect for proper locking and indicator light function both inside and outside. • Ensure tractors are disconnected from trailer.	Yes	
Are "attractive nuisances" controlled or removed from around the facility? • An attractive nuisance is any feature that might attract children, vandals, vagrants or other undesirable activities (i.e. concrete culverts, stacks of pallets, etc.).	Yes	
<b>Dock Areas (Interior)</b>		Score (6/7) 85.71%
Are visitors and drivers remaining in designated safe areas and walkways?	Yes	There are clear designated areas for visitors.


Question	Response	Details
<p>Are all interior overhead lights and trailer lights in the dock area operating properly?</p> <ul style="list-style-type: none"> <li>• Test all lights that might be off at time of inspection to be sure they work properly</li> </ul>	Yes	
<p>Do dock doors work properly and close completely?</p> <ul style="list-style-type: none"> <li>• Ensure that all doors in use open and close smoothly.</li> <li>• Inspect automatic stops and auto-reversing functions on powered doors</li> </ul>	Yes	
<p>Are dock doors closed when not in use?</p> <ul style="list-style-type: none"> <li>• Closed doors should seal well with the floor and dock leveling plate.</li> </ul>	No	Keep door close specially when not in use.
<p>Is there sufficient room to maneuver materials?</p> <ul style="list-style-type: none"> <li>• Dock area floors should be clean and free of trash, debris, or stored items that block the safe passage of loaded equipment</li> </ul>	Yes	
<p>Are there sufficient waste cans for the area and are those cans properly labeled and emptied on a regular basis?</p> <ul style="list-style-type: none"> <li>• In general, floors, ceilings, and exhaust fans are clean and free of cobwebs and dust buildup.</li> </ul>	Yes	
<p>Is there adequate natural or mechanical ventilation to control any potential atmospheric hazards?</p> <ul style="list-style-type: none"> <li>• Where propane-powered equipment is in use, the ventilation must be tested to rule out excess carbon dioxide/monoxide. An Industrial Hygienist may need to do testing.</li> </ul>	Yes	

## Equipment Check - 11/12 91.67%

Question	Response	Details
<b>Equipment Checks</b>		Score (11/12) 91.67%
Are all ladders and hand tools are in good condition? • Remove any unsafe equipment from service while awaiting repair.	Yes	
Are forklifts being operated safely and inspected at the start of every shift? • Observe powered industrial truck operations and review training certifications to confirm operators have been adequately trained and evaluated.	Yes	All operators have proper training and certifications.
Do forklifts have functioning warning devices such as back-up alarms, strobes, or horns? • Test equipment as needed, report repairs, and tag out equipment that is unsafe until repairs are made.	Yes	
Are battery charging/charging areas designated for that purpose and contain appropriate emergency flushing facilities (i.e. eyewash and shower)?	N/A	
Are guards in place for any hazard points on moving equipment such as belt guards on compressors or conveyors? • Inspect all powered work tools as well (i.e. cords, insulation, shrouds, casing, guards, etc.).	Yes	
Are propane tanks stored correctly and are the tank exchange and/or tank filling areas properly maintained? • Appropriate signs are in place and area is free of trash.	N/A	
Are all fire sprinkler control valves in their open position? • Do a visual check to insure the valves are fully open.	Yes	
Are all powered industrial trucks (i.e. forklifts) meet the design and construction requirements established in regulatory standards?	Yes	

Question	Response	Details
<p>Are the original capacity, operation and maintenance instruction plates, tags or decals on powered industrial trucks in place and legible?</p> <ul style="list-style-type: none"> <li>• All authorized equipment and accessory modifications are also identified on those labels/tags/decals.</li> </ul>	Yes	
<p>Forklifts are used in hazardous locations (i.e. around flammable materials) are properly marked / labeled / tagged for the specific hazardous location?</p>	No	No labels or tags
<p>Are battery exchange conveyors, overhead hoists or equivalent materials handling equipment in use provided and reinstalled?</p> <ul style="list-style-type: none"> <li>• Batteries are properly positioned and secured.</li> <li>• The forklift is properly positioned with brakes applied prior to battery exchange.</li> </ul>	Yes	
<p>Are carboy tilters or siphons rated for the specific corrosive material used for handling electrolytes?</p> <ul style="list-style-type: none"> <li>• Stored in an appropriate area (i.e. corrosives cabinet or other protected, designated and segregated area).</li> </ul>	N/A	
<p>Are battery vent caps in place, in good working condition with vents open and clear?</p>	Yes	
<p>Hot Work Permit process or other documented/dedicated processes are in place?</p> <ul style="list-style-type: none"> <li>• To prevent smoking, welding, grinding or other ignition sources from battery charging functions and other flammable materials areas.</li> </ul>	Yes	
<p>Are tools and other spark producing metallic objects kept away from the top of uncovered batteries?</p>	Yes	

## Sanitation (For food storage facilities) - 5/6 83.33%

Question	Response	Details
<b>Sanitation Inspection</b>		Score (5/6) 83.33%
Are rodent and other pest control devices in place and in proper working condition? • Look for missing or damaged traps and check fly zappers as well.	Yes	
Are aisles, wall perimeters, exterior areas near the building, trash cans and dumpsters free of loose trash and debris?	Yes	
Are stored products in good condition and free of spillage / breakage?	Yes	
Are stocks properly dated and documented for best rotation control? • First In First Out.	Yes	All stocks were properly dated.
Are products which are broken, damaged or otherwise removed from distribution properly labeled, segregated (if required), disposed of or recouped?	No	These are damaged goods and should be disposed.
 <p>Appendix 5</p>		
Are the storage areas free of pests? • Look for signs of pests such as dead insects, container damage caused by feeding, droppings, feathers, etc.	Yes	


## Training & General Safety - 14/14 100.00%

Question	Response	Details
<b>Training and General Safety</b>		Score (14/14) 100.00%
Are all employees properly trained and is training and certification up to date? Inspect records to verify training is documented and up to date.	Yes	
Are emergency evacuation routes and guidelines posted?	Yes	
Are the appropriate posters posted in a conspicuous place?	Yes	
Are your employees actively and meaningfully involved in workplace safety programs? (i.e. participate in accident investigations, self inspection, committees, etc.)	N/A	
Are accidents, near misses and injuries being investigated and are unsafe conditions being corrected, reported/documentated in a timely manner?	Yes	
Are MSDS available to employees and are they up to date and complete?	Yes	
Are location security process and equipment in place and operating well? Inspect identification badges, uniforms, and intrusion alarms. Verify monitoring services and equipment tests.	Yes	
Are proper and safe work practices factored in when determining the appropriate time requirements to perform tasks?	Yes	
Are all employees properly trained and outfitted for weather / temperature extremes. (i.e. heat stress, cold weather, refrigerated storage areas, etc.)	N/A	

Question	Response	Details
<p>Are newly-hired employees receive documented general material handling and task-specific ergonomics training?</p> <ul style="list-style-type: none"> <li>• Verify through observations that employees practice safe lifting techniques on the job.</li> </ul>	Yes	
<p>All employees are trained in the requirements of the hazard communication standard. Including a review of each MSDS and the specifics of existing and potential hazards of chemicals in the work place, precautions and safe work practices.</p>	Yes	
<p>Is employee training documented?</p>	Yes	All employees training were documented.
<p>Is a documented pre-work program for review of all outside contractor activities in place to ensure the work they will perform and the materials they will use are compatible with the activities and materials in use in the area of their work?</p>	Yes	
<p>Is refresher training and evaluation conducted and documented whenever a powered industrial truck operator has been observed operating a vehicle in an unsafe manner or has been involved in an accident or a near-miss incident?</p>	Yes	
<p>Is refresher training and evaluation conducted and documented whenever a powered industrial truck operator is assigned to drive a different piece of equipment, attachment, or the nature of the employee's duties change in any way that might impact safety?</p>	Yes	
<p>Are evaluations of each powered industrial truck operator's performance conducted at least once every three years to verify they are working in accordance with established safety practices?</p> <ul style="list-style-type: none"> <li>• Records are on file to document the evaluations.</li> </ul>	Yes	



## Completion

Question	Response	Details	
<b>Recommendation</b>			
Write recommendations here	<ol style="list-style-type: none"> <li>1. Keep all aisles clean and organized.</li> <li>2. Replace or repair all damaged items.</li> <li>3. Check flickering lights and replace if necessary.</li> <li>4. All employees must wear appropriate PPE.</li> <li>5. Dispose non-labeled chemical substances.</li> <li>6. Always keep dock door closed.</li> <li>7. Put tags on forklifts that are used in hazardous locations.</li> </ol>		
<b>Completion</b>			
Full Name and Signature of Inspector	Carlo Jo Rivera	06 Jul 2018 10:15 AM	

# Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5