

Warehouse Safety Check

Standard operating procedure for a warehouse or plant where a pre-shift inspection is a safety and compliance requirement.

SOP ID	VERSION	EFFECTIVE DATE	OWNER
SOP-EHS-021	3.0	January 6, 2026	Warehouse Safety Officer

Purpose & Scope

This procedure covers the pre-shift forklift and aisle inspection, every shift, for every powered unit. It exists so that no unit enters service before it has passed a documented safety check.

Responsibilities

ROLE	RESPONSIBILITY
Forklift Operator	Inspects the unit
Shift Supervisor	Signs off the inspection
Safety Officer	Audits monthly

Procedure

☐ Inspect forks, chains and tires for cracks or wear.

☐ Test horn, lights and seatbelt.

☐ Confirm hydraulic fluid is at or above the MIN line.

☐ Confirm battery charge is 30% or higher.

☐ Walk the aisles and confirm 36 inches of clearance and no blocked exits.

☐ Check the fire extinguisher gauge reads green and the inspection tag is within 30 days.

☐ Record the result on the pre-shift form.

WARNING — FINAL STEP

Any failed item means tag out the unit and report it before use — no exceptions.

RECORDS

Retained 3 years.