



Receiving Dock Safety Check Checklist

General Area & Lighting

Assesses the overall condition of the receiving dock area and ensures adequate visibility.

Overall Area Condition

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Ambient Light Level (Lux/Foot-Candles)

Visibility of Hazards

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Comments on General Area Condition

Presence of Standing Water

☐ Yes

☐ No

Evidence of Pests

☐ Yes

☐ No

Dock Levelers

Focuses on the proper operation and maintenance of dock levelers.

Leveller Type?

☐ Hydraulic

☐ Mechanical

☐ Other - Specify

Leveller Platform Height (inches)

Enter a number...

Platform Condition?

☐ Good

☐ Fair

☐ Poor

☐ Needs Repair

Safety Lip Function?

- ☐ Operating Properly
- ☐ Sticking/Malfunctioning
- ☐ Missing
- ☐ N/A

Platform Capacity (lbs)

Enter a number...

Control Functionality?

- ☐ Operating Properly
- ☐ Slow/Erratic
- ☐ Malfunctioning
- ☐ N/A

Any observed issues or maintenance notes:

Write something...

Last Inspection Date:

Enter date...

Dock Doors & Seals

Evaluates the functionality and integrity of dock doors and weather seals.

Door Operation (Manual/Electric)

☐ Manual

☐ Electric

Door Condition

☐ Excellent

☐ Good

☐ Fair

☐ Poor

Door Alignment

☐ Properly Aligned

☐ Slightly Misaligned

☐ Significantly Misaligned

Seal Condition (if applicable)

☐ Intact

☐ Damaged

☐ Missing

Seal Condition Score (0-10, 10 being excellent)

Enter a number...

Notes on Door/Seal Issues

Write something...

Truck Restraints & Approach

Covers the securement of trucks and the safety of the dock approach.

Truck Restraint Operational Status

- ☐ Operational
- ☐ Malfunctioning
- ☐ Disconnected

Approach Lighting Condition

- ☐ Functional
- ☐ Dim/Flickering
- ☐ Non-Functional

Approach Grade (%)

Approach Surface Condition

- ☐ Good – No Cracks/Potholes
- ☐ Minor Cracks/Wear
- ☐ Significant Damage/Repair Needed

Notes on Truck Approach

Visibility of Approach Markings

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Ground Markings & Signage

Ensures clear and visible markings and signage for traffic flow and hazard awareness.

Are ground markings (loading zones, pedestrian walkways) clearly visible and maintained?

- ☐ Yes
- ☐ No
- ☐ N/A

Are truck approach markings visible and in good condition?

- ☐ Yes
- ☐ No
- ☐ N/A

Are warning signs (e.g., 'Blind Spot,' 'Watch for Trucks') in place and legible?

- ☐ Yes
- ☐ No
- ☐ N/A

Describe any missing or damaged signage observed:

Write something...


Are pedestrian walkways clearly marked and protected from truck traffic?

☐ Yes

☐ No

☐ N/A

Upload photos of ground markings and signage (if issues are present)

 Upload File

Equipment & Personnel Safety

Addresses the safe operation of material handling equipment and the safety of personnel working in the area.

Forklift Inspection Records Available & Current?

☐ Yes

☐ No

☐ N/A

Personal Protective Equipment (PPE) Requirements Enforced?

☐ Yes

☐ No

☐ N/A

Which PPE is required and visibly available?

- ☐ Safety Glasses
- ☐ Safety Shoes
- ☐ High-Visibility Vests
- ☐ Gloves
- ☐ Hard Hats
- ☐ None

Distance maintained from moving equipment (minimum feet)

Enter a number...

Observations/Notes on Personnel Safety

Write something...

Pedestrian traffic control measures in place?

- ☐ Yes
- ☐ No
- ☐ N/A

Housekeeping & Obstructions

Verifies that the dock area is clean and free of obstructions that could create hazards.

Are walkways and access routes clear of debris and obstructions?

- ☐ Yes
- ☐ No
- ☐ N/A

Approximate area (sq ft) of debris present (if applicable)

Enter a number...

Description of any observed debris or obstructions.

Write something...

Are pallets stacked safely and not creating an obstruction?

☐ Yes

☐ No

☐ N/A

Quantity of oil/fluid spills observed (if any)

Write something...

Details of any spill mitigation measures taken (if applicable)

Write something...

Are fire lanes and emergency exits clear and unobstructed?

☐ Yes

☐ No

☐ N/A