



2024 Safety Checklist



☐ Optimize Warehouse Layout

The start of a new year is an ideal opportunity to assess and improve your warehouse layout for increased efficiency and safety. A well-organized layout with a clear flow of materials and people reduces the risk of accidents.

☐ Train Operators

Provide training for new operators or update training for existing ones. Employees should only operate equipment they are certified to use safely, like forklifts, to ensure proper and secure usage.

☐ Equipment Inspections

Serious workplace accidents from equipment malfunctions can be prevented through proactive steps. Ensure employees inspect equipment before use and establish a regular maintenance schedule.

☐ Establish Safety Protocols

Over time, safety procedures can be forgotten, so it's important to develop a habit of consistently using safety protocols. The new year provides a chance to reintroduce forgotten procedures and implement new safety protocols.

☐ Hold Regular Safety Training

Conducting frequent workplace training sessions in the warehouse is a key method to establish a safety culture and ensure employees are knowledgeable about safety protocols. Each session should cover a specific safety topic like heavy lifting, PPE, or forklift safety. Introducing a "safety moment" in meetings emphasizes safety and fosters a culture of safety.

☐ Schedule Practice Drills

Warehouse and distribution center emergencies can pose safety risks if employees are unprepared. Conducting practice drills for scenarios like fires, natural disasters, and accidents is essential to ensure proper responses and enhance overall safety.