

# WAREHOUSE INSPECTION

Routine workplace inspection • New Zealand. Generic inspection aid only — adapt to the warehouse, its activities and applicable requirements.

|                   |  |                       |  |
|-------------------|--|-----------------------|--|
| Business / site:  |  | Inspection date:      |  |
| Warehouse / area: |  | Inspection time:      |  |
| Inspector:        |  | Supervisor / manager: |  |

Status: S = Satisfactory   D = Defect identified   N/A = Not applicable

## 1. General Warehouse Condition

| Inspection item                                                                    | S                        | D                        | N/A                      |
|------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Floors, walls and ceilings are in good condition and free from significant damage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walkways and work areas are clearly defined and maintained.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Aisles are wide enough for the activities and equipment being used.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Access to work areas is safe and unobstructed.                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Damaged surfaces, floors or structures have been reported and addressed.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Lighting is adequate for the work being carried out.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ventilation is adequate for the warehouse activities.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 2. Housekeeping & Slips, Trips & Falls

| Inspection item                                                                       | S                        | D                        | N/A                      |
|---------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Aisles, walkways and work areas are free from rubbish, packaging and loose materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire exits and emergency routes are completely clear.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spills are cleaned up promptly and appropriate spill controls are available.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical leads, cords and hoses are positioned to prevent trip hazards.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pallets are not left where they create a trip or access hazard.                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Waste and damaged packaging are removed regularly.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Floor surfaces are clean, dry and suitable for the work being undertaken.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Changes in floor level are clearly identified and safely managed.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 3. Racking & Storage

| Inspection item                                                                   | S                        | D                        | N/A                      |
|-----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Racking is stable, plumb and free from significant damage.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Uprights, beams, bracing and connections are in good condition.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Racking shows no significant forklift or vehicle impact damage.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Racking is properly anchored where required.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Rack protection is installed where there is a risk of vehicle impact.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pallets are in good condition and suitable for the loads being stored.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stored loads are stable and unlikely to fall or collapse.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loads are positioned correctly and do not create unsafe overhangs.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Racking load limits are clearly identified and loads are within those limits.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy or unstable goods are stored appropriately.                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Damaged racking is reported, isolated where necessary and not left in unsafe use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers do not climb on racking or pallets to access stored goods.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 4. Forklifts & Mobile Plant

| Inspection item                                                              | S                        | D                        | N/A                      |
|------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Forklifts and other mobile plant are in safe operating condition.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pre-start inspections are being completed where required.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Defective equipment is removed from service or appropriately controlled.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklift travel routes are clearly defined and maintained.                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pedestrian and vehicle movements are separated where reasonably practicable. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Speed limits and other traffic controls are in place where required.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklift loads are stable and appropriate for the equipment.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Inspection item                                                             | S                        | D                        | N/A                      |
|-----------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Operators are trained, competent and authorised for the equipment they use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklifts are parked safely when not in use.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 5. Loading, Unloading & Deliveries

| Inspection item                                                           | S                        | D                        | N/A                      |
|---------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Loading and unloading areas are clearly identified and kept clear.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vehicles are positioned safely during loading and unloading.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appropriate controls are in place to prevent unexpected vehicle movement. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pedestrians are protected from vehicle movements in loading areas.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loading docks and dock edges are maintained in safe condition.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loads are secured before vehicles leave the site.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 6. Manual Handling

| Inspection item                                                                    | S                        | D                        | N/A                      |
|------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Storage arrangements minimise unnecessary lifting, carrying and reaching.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy items are stored where they can be handled safely.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mechanical handling equipment is available where appropriate.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers have been provided with suitable manual handling information and training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loads can be moved without excessive twisting, bending or awkward postures.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 7. Hazardous Substances

| Inspection item                                                                  | S                        | D                        | N/A                      |
|----------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Hazardous substances are correctly identified and labelled.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Safety Data Sheets are available for relevant hazardous substances.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hazardous substances are stored in suitable designated areas.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Incompatible substances are appropriately separated.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Containers are secure, intact and free from leaks.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spill kits and other required controls are available and accessible.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers handling hazardous substances have appropriate information and training. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 8. Emergency & Fire Safety

| Inspection item                                                     | S                        | D                        | N/A                      |
|---------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Emergency exits are clearly identified and unobstructed.            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Evacuation routes are clear and accessible.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire extinguishers and other fire equipment are accessible.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire equipment appears to be in place and appropriately maintained. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency lighting and signage are in place where required.         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers know the emergency procedures relevant to the warehouse.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 9. Equipment, Machinery & Guarding

| Inspection item                                                         | S                        | D                        | N/A                      |
|-------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Machinery and equipment are maintained in safe operating condition.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Guards are fitted and secure where required.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency stops and other safety devices are accessible and functional. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Damaged equipment is removed from service or appropriately controlled.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Only authorised workers operate machinery and equipment.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 10. Electrical Safety

| Inspection item                                                                      | S                        | D                        | N/A                      |
|--------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Electrical equipment, leads and plugs appear to be in good condition.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Damaged electrical equipment is removed from service.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical leads are protected from vehicle damage and trip hazards.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Switchboards and electrical isolation points are accessible.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Portable electrical equipment is appropriately maintained and tested where required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 11. Personal Protective Equipment

| Inspection item                                        | S                        | D                        | N/A                      |
|--------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Required PPE is identified for warehouse activities.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PPE is available, suitable and in good condition.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers are using required PPE correctly.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| PPE storage and replacement arrangements are adequate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 12. Training, Procedures & Records

| Inspection item                                                   | S                        | D                        | N/A                      |
|-------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Workers receive appropriate induction for warehouse activities.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers are trained and competent for the tasks they perform.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relevant safe work procedures are available and understood.       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Training and competency records are maintained where required.    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Incidents, hazards and near misses are reported and followed up.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Corrective actions from previous inspections have been completed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## 13. Critical Findings

| Inspection item                                                    | S                        | D                        | N/A                      |
|--------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Seriously damaged or unstable racking.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Loads at risk of falling or collapse.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Serious forklift, vehicle or pedestrian interaction risk.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Unsafe or defective machinery or equipment.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hazardous substance leak, uncontrolled exposure or unsafe storage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Emergency exit or fire access blocked.                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Serious electrical safety issue.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other condition presenting an immediate or serious risk.           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### Critical findings — immediate attention

The following conditions may require the affected activity or area to be stopped until appropriate controls are in place.

| Finding / defect | Action / risk control | Responsible person | Due date |
|------------------|-----------------------|--------------------|----------|
|                  |                       |                    |          |
|                  |                       |                    |          |
|                  |                       |                    |          |
|                  |                       |                    |          |

### Overall outcome

☐ Satisfactory   ☐ Corrective action required   ☐ Unsafe condition — affected activity / area isolated pending assessment or repair

Comments / restrictions: \_\_\_\_\_

Inspector name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed / action close-out by: \_\_\_\_\_ Date: \_\_\_\_\_

### IMPORTANT — DISCLAIMER

This is a generic workplace inspection aid and may not identify every hazard, defect, or requirement relevant to a particular warehouse, activity, or site. It is not a certification or professional advice. Using it does not certify that a warehouse, work area, equipment, or work practice is safe or fit for purpose, and it does not replace manufacturer instructions; inspection, examination or testing by a competent person; specialist engineering, electrical, fire, hazardous-substance or other technical assessment; or any inspection, testing or certification required by applicable law, approved codes of practice or standards.

The user should adapt this checklist to the warehouse layout, activities, equipment, materials, condition, environment and intended use. The user is responsible for ensuring risks are appropriately managed, arranging competent-person or specialist checks where required, acting on findings, and complying with applicable law. Using this checklist does not transfer any of those responsibilities to the author. If an inspection identifies a defect or there is doubt that an activity, area or item of equipment can be used safely, it should be stopped or isolated as appropriate until suitable controls are in place and a competent person confirms it is safe to resume.

To the maximum extent permitted by law, the author and its directors, employees and contractors give no warranty that this checklist is complete or suitable for any purpose. They are not liable in contract, tort (including negligence), under statute or otherwise for any loss, damage or liability arising from its use.