

Commercial Kitchen Delivery & Receiving Safety Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Mobile Equipment (Liftgates & Pallet Jacks)

☐	Perform a visual inspection of the liftgate for any signs of damage (cracks, bends, corrosion) before each use. Document findings.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check for hydraulic fluid leaks on the liftgate cylinders and hoses. Any leaks must be repaired before operation.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the liftgate platform surface for slip-resistant properties. Ensure it is free from grease, ice, or debris.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that the liftgate safety latches and locking mechanisms are functioning correctly and securely engage when the platform is raised or lowered.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that the load being lifted does not exceed the liftgate's maximum weight capacity. The capacity rating must be clearly visible on the liftgate.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect pallet jack wheels for wear, cracks, or damage. Replace damaged wheels immediately.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check pallet jack steering for smooth and responsive operation. Ensure the handle returns to the upright position when released.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that the load being moved with the pallet jack does not exceed its maximum weight capacity. The capacity rating must be clearly visible on the pallet jack.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Test the liftgate's audible alarms (if equipped) to ensure they are functioning correctly during operation.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm the pallet jack's brakes (if equipped) are functioning correctly and can effectively stop the jack on a slight incline.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Site Conditions (Loading Dock & Receiving Area)

☐	Inspect the dock plate for any damage (cracks, bends, corrosion) before each use. Remove from service if damaged.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure the dock plate is properly secured and cannot shift or move during loading/unloading operations.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify adequate lighting is provided in the loading dock and receiving area, especially during evening or early morning deliveries (minimum 5 foot-candles).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check the floor surface for slip and trip hazards (water, ice, grease, debris). Clean and dry the area as needed.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure clear and unobstructed pathways are maintained in the loading dock and receiving area. Remove any obstacles.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Assess the need for weather protection (awnings, canopies) during inclement weather to prevent slips and falls.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect dock bumpers for damage and ensure they are properly installed to protect the building and vehicles.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that spill control materials (absorbent pads, spill kits) are readily available in case of leaks or spills.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Evaluate pedestrian traffic patterns in the loading dock area. Implement measures to separate pedestrians from forklift or pallet jack traffic (e.g., marked walkways).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	If a dock leveler is present, ensure it functions smoothly and locks securely in place. Inspect for any signs of damage or malfunction.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Manual Handling & Ergonomics

☐	Observe workers using proper lifting techniques: bend knees, keep back straight, hold load close to the body.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	For loads exceeding individual lifting capacity (50 lbs recommended limit), ensure team lifting is employed.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Assess the weight of the load before lifting. Use scales or ask for assistance if unsure.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Utilize ergonomic aids such as hand trucks, dollies, or pallet jacks to minimize manual lifting.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Minimize twisting and bending while lifting or carrying loads. Reposition feet to face the direction of movement.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Rotate tasks to reduce repetitive motions and prevent strain injuries.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Avoid reaching excessively for loads. Position yourself close to the load before lifting.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure loads are stable and properly secured before lifting or moving them.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Encourage workers to take frequent rest breaks to reduce fatigue and prevent injuries.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that all workers have received proper training on safe lifting techniques and ergonomic principles.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Ensure all personnel wear steel-toe shoes or boots in the loading dock and receiving area.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that workers wear high-visibility clothing (vests or jackets) when working in areas with forklift or pallet jack traffic.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure workers wear appropriate gloves to protect their hands from cuts, abrasions, and impacts.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Assess the need for eye protection (safety glasses or goggles) based on the potential for flying debris or splashes.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Evaluate the need for back supports or braces for workers who perform frequent lifting tasks. Provide training on proper use.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Assess the noise levels in the loading dock area. Provide hearing protection (earplugs or earmuffs) if noise levels exceed 85 dBA.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect PPE for damage or wear before each use. Replace damaged PPE immediately.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐ Ensure that PPE is readily available and accessible to all workers who need it.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Verify that all workers have received proper training on the correct use, maintenance, and limitations of PPE.	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐ Determine if hard hats are required based on overhead hazards. Enforce hard hat use if necessary.	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				
8				

Signature

Inspector signature _____

Name _____

Date _____