

E-commerce Warehouse Order Picker Safety Inspection 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 (Order Picker) Inspection

☐	Verify the horn is functioning correctly and audibly warns pedestrians (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the steering mechanism for smooth and responsive operation; check for excessive play (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Test the service brakes for effective stopping power; ensure the parking brake securely holds the order picker on an incline (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Examine tires for cuts, gouges, or excessive wear; check tire pressure against manufacturer's specifications (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the mast and forks for damage, cracks, or deformation; ensure forks are properly secured and aligned (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Check the hydraulic system for leaks, damaged hoses, and proper fluid levels; ensure smooth operation of lifting and lowering mechanisms (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify the deadman pedal is functioning correctly; the order picker should immediately stop moving when the pedal is released (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that all warning lights (e.g., strobe, flashing) are operational and clearly visible (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Inspect battery connections for corrosion or damage; ensure proper electrolyte levels (if applicable) and secure battery restraint (OSHA 1910.178(g)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Examine the operator platform for structural integrity, non-slip surface, and secure handrails (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify the load backrest extension is in place and undamaged to prevent items from falling backward (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Site Conditions (Narrow Aisle)

☐	Confirm that aisle markings are clear, visible, and accurately define the designated travel paths (OSHA 1910.176(a)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure aisles are free from obstructions such as pallets, boxes, or debris that could impede the order picker's movement (OSHA 1910.22(a)(1)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect the floor surface for potholes, cracks, or uneven areas that could affect the stability of the order picker (OSHA 1910.22(a)(2)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify adequate lighting levels (minimum 5 foot-candles) are maintained throughout the aisles to ensure clear visibility (OSHA 1910.22(a)(3)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Assess pedestrian traffic in the area; implement measures to separate pedestrians from order picker traffic (e.g., designated walkways, barriers) (OSHA 1910.176(a)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure sufficient overhead clearance is available for the order picker and its load, considering any overhead obstructions (e.g., pipes, lights) (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that loads are properly secured and balanced to prevent shifting or falling during transport (OSHA 1910.176(b)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Assess environmental conditions (e.g., temperature, humidity) that could affect the order picker's performance or operator safety (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that emergency exits are clearly marked, unobstructed, and easily accessible in case of an incident (OSHA 1910.36).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that fire extinguishers are readily available, fully charged, and inspected regularly (NFPA 10).	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐ Ensure appropriate signage and warnings are posted to alert personnel to potential hazards (e.g., narrow aisles, pedestrian traffic) (ANSI Z535).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Fall Protection (Tether and Harness)

☐ Inspect the harness for any signs of damage, wear, or deterioration (e.g., cuts, abrasions, chemical exposure) (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Verify the harness fits snugly and comfortably, allowing for freedom of movement without compromising safety (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Inspect the tether for any signs of damage, wear, or fraying; ensure the snap hooks and D-rings are in good working order (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Confirm the tether length is appropriate for the work being performed, minimizing the potential fall distance (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Verify the anchor point is structurally sound and capable of supporting at least 5,000 pounds per employee attached (OSHA 1926.502(d)(15)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Ensure the tether is properly attached to the designated anchor point on the order picker platform (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Assess the fall clearance below the work area to ensure there are no obstructions that could cause injury in the event of a fall (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Confirm a rescue plan is in place and readily available in case of a fall; ensure personnel are trained in rescue procedures (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Verify the harness has a current inspection tag indicating it has been inspected and approved for use (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ If using a self-retracting lifeline (SRL), ensure it retracts smoothly and locks properly when subjected to a sudden force (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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☐ Evaluate the potential for swing fall hazards and implement measures to minimize the risk (e.g., using a shorter tether, positioning the anchor point directly overhead) (OSHA 1926.502(d)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
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Battery Charging and Handling

☐	Verify the battery charging area is well-ventilated to prevent the accumulation of explosive gases (OSHA 1910.178(g)(1)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure fire protection equipment (e.g., fire extinguishers, eyewash station) is readily available in the battery charging area (OSHA 1910.178(g)(2)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that personnel handling batteries are wearing appropriate PPE, including eye protection, face shields, and acid-resistant gloves (OSHA 1910.178(g)(3)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Inspect battery handling equipment (e.g., hoists, dollies) for proper functioning and structural integrity (OSHA 1910.178(g)(4)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that electrolyte spills are cleaned up immediately and neutralized according to manufacturer's instructions (OSHA 1910.178(g)(5)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure battery connections are properly secured and free from corrosion during charging (OSHA 1910.178(g)(6)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that charging procedures are followed according to manufacturer's recommendations (OSHA 1910.178(g)(7)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Enforce a strict no-smoking policy in the battery charging area to prevent explosions (OSHA 1910.178(g)(8)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that spare batteries are stored in a designated area, protected from damage and extreme temperatures (OSHA 1910.178(g)(9)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that used batteries are disposed of properly according to environmental regulations (EPA regulations).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure that only trained and authorized personnel are permitted to handle and charge batteries (OSHA 1910.178(g)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Documentation and Training

☐	Verify that all order picker operators are certified and have completed the required training program (OSHA 1910.178(l)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Maintain accurate records of operator training, including dates, topics covered, and instructor qualifications (OSHA 1910.178(l)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure that equipment manuals are readily available and accessible to operators for reference (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐	Confirm that operators are using a pre-shift inspection checklist to identify and report any equipment defects (OSHA 1910.178(q)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Maintain records of all maintenance and repairs performed on the order picker (ANSI B56.1).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Establish a clear incident reporting procedure and ensure that all incidents are promptly investigated and documented (OSHA 1904).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure that all hazardous materials used in the warehouse are properly labeled and that safety data sheets (SDS) are readily available (OSHA 1910.1200).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Verify that emergency procedures are documented and communicated to all employees, including evacuation routes and contact information (OSHA 1910.38).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Confirm that operators have received specific training on the proper use and inspection of fall protection equipment (OSHA 1926.503).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Ensure that operators receive refresher training at least every three years, or more frequently if necessary (OSHA 1910.178(l)).	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Document and communicate any site-specific rules or procedures related to order picker operation (e.g., speed limits, aisle restrictions).	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

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

Signature

Inspector signature _____

Name _____

Date _____