OpsAuditHub opsaudithub.com	DOC ID: **SAF-0036**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.178 & ANSI B56.1**	AUDIT FREQUENCY: **Daily Pre-Shift**

Order Picking Safety Daily Log Sheet

Operational Scope: Mandatory pre-shift safety verification for all order picking operations to mitigate material handling hazards and pedestrian strikes. Ensures continuous compliance with OSHA industrial truck and warehouse safety standards.

MANDATORY PPE:	High-Visibility Vest (ANSI/ISEA 107 Class 2), Steel-Toe Boots (ASTM F2413), Safety Glasses (ANSI Z87.1), Cut-Resistant Gloves (ANSI Cut Level A4)
PREREQUISITES:	Verify picker truck battery charge exceeds 80% or fuel level is adequate. | Ensure picking aisles are clear of unauthorized personnel, debris, and spill obstructions. | Review active warehouse traffic management and pedestrian warning zones.

ORDER PICKER EQUIPMENT & CONTROLS INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Braking & Steering Systems**	Service and parking brakes engage smoothly without slipping; steering mechanism responds immediately without excessive play.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Lifting Mechanism & Safety Harness Anchor**	Mast chains, carriage, and hydraulic hoses show no leaks, fraying, or scoring. Fall restraint harness anchor point is securely fastened and uncompromised.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Warning Devices & Lighting**	Horn, backup alarm, amber strobe light, and blue pedestrian safety spotlight function correctly.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
4	**Deadman Pedal & Gate Interlocks**	Platform safety gates lock securely when elevated and the floor deadman switch cuts power immediately upon release.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

AISLE ERGONOMICS & FALL PROTECTION AUDIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Fall Protection Harness & Lanyard**	Full-body harness and retractable lanyard are free from cuts, burns, UV degradation, and deployed shock absorbers.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Pallet & Load Stability**	Picking pallets are wooden-sound or plastic-molded without broken boards; shrink wrap and banding secure the load to prevent tipping.	**Standard**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Aisle Clearance & Lighting**	Racking aisle lighting is fully operational (minimum 30 foot-candles) and floor lines are free of pallets or debris.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

PERSONAL PROTECTIVE EQUIPMENT & EMERGENCY RESPONSE

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Mandatory PPE Compliance**	Operator is wearing all required high-visibility apparel, steel-toe footwear, and eye protection in proper condition.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Emergency E-Stop & Fire Exits**	Warehouse emergency push-buttons, eyewash stations, and fire extinguisher access points are completely unblocked.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Order Picker Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Warehouse Safety Supervisor Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

COMPLIANCE NOTICE: This document must be archived for a minimum of 12 months in accordance with workplace safety recordkeeping guidelines.