OpsAuditHub opsauditihub.com	DOC ID: **SAF-0033**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.178 & ANSI B56.1**	AUDIT FREQUENCY: **Daily Pre-Shift**

Order Picking Safety Inspection Checklist

Operational Scope: This checklist establishes mandatory verification protocols for order picking equipment and pedestrian pathways to mitigate fall, struck-by, and tip-over hazards. It ensures complete compliance with federal safety mandates before releasing material handling machinery into active operations.

MANDATORY PPE:	High-Visibility Vest (ANSI/ISEA 107 Class 2), Steel-Toe Safety Footwear (ASTM F2413), Impact-Resistant Safety Glasses (ANSI Z87.1), Cut-Resistant Gloves (ANSI/ISEA 105 Level A4), Fall Arrest Harness and Lanyard (ANSI Z359)
PREREQUISITES:	Verify ignition and power switches are in the OFF position before conducting physical inspections. | Ensure aisleways are free of active pedestrian traffic and unauthorized personnel prior to testing. | Review previous shift logs to confirm all prior corrective actions have been properly closed out.

PRE-OPERATION MECHANICAL & SAFETY SYSTEMS INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Operator Platform & Safety Gates**	Platform floor is clean of slip hazards; safety chains and spring-loaded self-closing gates latch securely without binding.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
2	**Fall Protection Anchor Points**	All designated lanyard attachment rings and harness tie-off points show zero signs of structural cracking, deformation, or corrosion.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
3	**Hydraulic Lift & Lower Controls**	Mast and forks raise and lower smoothly without erratic jerking, fluid leaks, or hydraulic pressure loss under load.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
4	**Braking & Emergency Stop Systems**	Foot and deadman brakes engage immediately upon release; emergency power disconnect button cuts all motive power instantly.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A

VISIBILITY, SIGNALS & ERGONOMICS CHECK

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
5	**Warning Alarms & Strobe Lights**	Backup alarm, motion buzzer, and amber rotating strobe lights function audibly and visibly during forward and reverse travel.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
6	**Drive Tires & Load Wheels**	Tires and wheels are free of severe chunking, flat spots, deep embedded metal shards, or excessive wear beyond manufacturer lines.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A
7	**Operator Control Console & Displays**	Battery charge indicator, hour meter, and steering tiller are fully operational with clear, legible gauge readouts.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A
8	**Fire Extinguisher & Safety Equipment**	Class ABC fire extinguisher is securely mounted, fully charged, and inspection tag is up to date within the current month.	**Standard**	[ ] PASS [ ] FAIL [ ] N/A

AISLEWAY & PICKING ZONE ENVIRONMENTAL AUDIT

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
9	**Rack Integrity & Pallet Safety**	Storage rack uprights and wire decking are undamaged; picked pallets are shrink-wrapped, stable, and free of overhang hazards.	**Critical (Immediate Out of Service)**	[ ] PASS [ ] FAIL [ ] N/A
10	**Aisle Lighting & Obstruction Clearance**	Picking aisles maintain minimum required illumination levels (30 foot-candles); pathways are completely clear of debris and stray boxes.	**Warning**	[ ] PASS [ ] FAIL [ ] N/A

Certified Inspector / Lead Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager Sign-off: _____	**Review Date:** _____	**Audit Status:** [ ] Approved [ ] Rectify

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