OpsAuditHub opsauditihub.com	DOC ID: **SAF-0035**	REVISION: **Rev 2.4 (2026)**
	STANDARD: **OSHA 29 CFR 1910.178 & ANSI B56.1**	AUDIT FREQUENCY: **Daily Pre-Shift & Weekly Safety Audit**

Order Picking Safety Sop Template

Operational Scope: Establishes mandatory protocols for safe order picking operations across high-bay storage areas to prevent fall hazards, struck-by incidents, and ergonomic strains. Ensures full compliance with OSHA material handling and powered industrial truck safety mandates.

MANDATORY PPE:	High-Visibility Reflective Vest (ANSI/ISEA 107), Steel-Toe Safety Footwear (ASTM F2413), Cut-Resistant Work Gloves (ANSI Cut Level A4), Impact-Resistant Safety Glasses (ANSI Z87.1)
PREREQUISITES:	Complete daily pre-operation equipment and harness inspection before ascending. | Verify aisle clearance and ensure pedestrian warning zones are fully established.

PERSONAL FALL PROTECTION & ERGONOMICS

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
1	**Full-Body Harness**	Inspect webbing for fraying, burns, or chemical damage; D-ring securely anchored and free of cracks.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
2	**Retractable Lanyard**	Test locking mechanism, ensure self-retraction is smooth, and verify snap hooks latch automatically without binding.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
3	**Manual Handling Technique**	Operators demonstrate lifting loads from bottom shelves using legs with neutral spine, adhering to 50 lbs maximum manual lift limits.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

ORDER PICKER TRUCK & ELEVATED PLATFORM INSPECTION

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
4	**Operator Gate & Interlock Switch**	Safety gate closes securely and prevents lift operation when open; microswitch cuts elevation power instantly upon opening.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
5	**Hydraulic System & Mast**	Inspect lift cylinders, hoses, and fittings for hydraulic fluid leaks, excessive weeping, or structural metal deformation.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
6	**Deadman Pedal / Foot Switch**	Depressing and releasing the floor pedal immediately engages traction cut-off and applies parking brakes.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
7	**Warning Lights & Horn**	Strobe light operates continuously while machine is energized; audible backup alarm and horn function at decibel levels exceeding ambient noise.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

AISLE CLEARANCE & RACK INTEGRITY

#	COMPONENT / ITEM	VERIFICATION CRITERIA & ACCEPTANCE STANDARD	SEVERITY	STATUS
8	**Pallet & Load Stability**	Picked merchandise on pallets is shrink-wrapped, banded, or stacked squarely without overhangs that could catch rack uprights.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
9	**Racking Safety Pins & Beams**	Storage rack safety lock pins are engaged on all picking levels; uprights show zero impact damage, dents, or plumb deviations.	**Critical (Immediate Out of Service)**	**[ ] PASS [ ] FAIL [ ] N/A**
10	**Aisle Obstruction Check**	Picking aisles are completely clear of empty pallets, debris, packaging straps, and unauthorized personnel.	**Warning**	**[ ] PASS [ ] FAIL [ ] N/A**

Certified Order Picker Operator Signature: _____	**Date / Time:** _____	**Badge / Cert #:** _____
Site Safety Supervisor / Operations Manager 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.