Pallet Racking Safety Checklist

General Compliance

- ☐ Is the pallet racking installed according to the manufacturers guidelines?
- ☐ Is the layout designed for safe forklift operation?
- ☐ Are load notices clearly visible on all pallet racking runs?
- ☐ Are all frames anchored securely to the floor?

Structural

- ☐ Are beams, uprights and bracing free from dents, bends or cracks?
- ☐ Are all beams securely in place with all lungs engaged?
- ☐ Are all fixing bolts and beam locks in place and secure?
- ☐ Is the pallet racking free from rust or corrosion?
- ☐ Is the pallet racking level and free from leaning or misalignment?

Load Safety

- ☐ Are loads evenly distributed across the beam levels?
- ☐ Are all pallets stored securely with correct overhang?
- ☐ Are damaged and overloaded pallets unloaded?
- ☐ Is the weight loading capacity being strictly followed?

Aisle & Access Safety

- ☐ Are aisles clear of obstructions?
- ☐ Are forklift pathways wide enough for safe maneuvering?
- ☐ Are uprights at least 75mm away from stored loads?

Forklift & Equipment Safety

- ☐ Are forklift operators fully trained and certified?
- ☐ Are forklifts operated at a safe speed around pallet racking?
- ☐ Is racking protection installed, to avoid collision damage?

Inspection & Maintenance

- ☐ Are weekly visual inspections conducted by warehouse staff?
- ☐ Are annual inspections carried out by a SEMA Approved Racking Inspector (SARI) at least once a year?
- ☐ Is a logbook maintained for inspections, damage reports and repairs?
- ☐ Are damaged components repaired or replaced immediately?

Action Plan for Identified Issues
If any issue is found:

- Immediately restrict access to the affected area/s.
- Assess the damage and document it with photos.
- Report the issue to a supervisor or safety officer.
- Repair or replace damaged components before resuming use.