

Safety Check List for operation in yard / open area

Location -

Date & Time -

Nature of operation and type of cargo Storage / Handling -

Note - All the items in the checklist should indicate "Yes" for safe operation. If any item indicates 'No' then appropriate safety precautions should be advised to concerned or work may be stopped if it's posing immediate danger to the life of any person working thereat.

Sr. No.	Item	Yes	No	Remarks
A	General			
1	Fencing and marking of aisle / for cargo storage <i>(Refer Regulation 10)</i>			
2	Entry and exit marking for pedestrian <i>(Refer Regulation 10)</i>			
3	Surface area of yard is even <i>(Refer Regulation 9)</i>			
4	All Manhole in the yard are covered <i>(Refer Regulation 9)</i>			
5	Stacking surface is safe for storage of such type of cargo <i>(Refer Regulation 9)</i>			
6	Load bearing capacity of stacking is displayed / known <i>(Refer Regulation 20)</i>			
7	Entry and Exit point for vehicle are marked <i>(Refer Regulation 10)</i>			
8	Housekeeping in the yard is satisfactory <i>(Refer Regulation 9)</i>			
9	Illumination in the yard is satisfactory <i>(Refer Regulation 16)</i>			
10	Vehicles movement direction is available <i>(Refer Regulation 10)</i>			
B	Lifting Appliances (LA)			
	Mobile crane No.			
	Transporters Name -			
	LA DEP No.			
	LA operators possess valid license			
1	Through Visual Inspection condition of LA is satisfactory <i>(Refer Regulation 41)</i>			
2	Inspection of wire ropes used in LA or loose gear are inspected by Responsible person <i>(Refer Regulation 41)</i>			
3	Eye splice and loops for attachment of hooks, rings and other such part of wire ropes used in LA are made with suitable thimble <i>(Refer Regulation 41)</i>			
4	Possess Valid Periodical Annual Thorough / Test & examination Certificate as per statutes <i>(Refer Regulation 41)</i>			
5	Marking of safe working load is displayed on LA <i>(Refer Regulation 52)</i>			

6	Load Angle Indicator / chart is available <i>(Refer Regulation 42)</i>			
7	Over load tripping device is available & working <i>[Refer Regulation 40(4)]</i>			
8	Three dead turns of the rope are remain on the drum in every operating position of lifting appliances <i>[Refer Regulation 40(2)(b)]</i>			
9	Efficient brakes to prevent fall of suspended load and act without any shock <i>[Refer Regulation 40(3)]</i>			
10	All controls of the cranes are working effectively and suitable locking device to prevent accidental movement or displacement <i>[Refer Regulation 40(4)]</i>			
11	No oil / fuel leakage or spillage from LA in the vicinity			
12	Out riggers of crane rested on firm and rigid surface <i>(Refer Regulation 40)</i>			
13	Side mirrors are properly installed <i>(Refer Regulation 40)</i>			
14	Boom light, head and tail lights are working properly <i>(Refer Regulation 40)</i>			
15	Helper / cleaner is available to guide the operator, when his vision is obstructed <i>[Refer Regulation 57(8)(b)]</i>			
16	Helper is not standing / resting within / under moving radius of counter weight as well as swinging radius of crane			
17	Operator can see clearly movement of person /cargo within swinging radius of crane.			
18	Method of handling of load is proper and safe <i>(Refer Regulation 57)</i>			
19	Loose gears / wires used for handling cargo are of proper and are of adequate strength <i>[Refer Regulation 46(48)]</i>			
20	Workers working thereat are wearing PPEs <i>(Refer Regulation 73)</i>			
21	No person is standing or passing below suspended load or moving/passing load			
22	No loose dunnage or debris is found hanging while handling of cargo. If yes, then suitable means are provided to prevent its falling out <i>[Refer Regulation 65(7)]</i>			
23	Hook lock is provided in the crane hook or there is no chance of slippage of any sling from hook <i>(Refer Regulation 40)</i>			
24	If cargo is lifted by preslung sling or by bundle binding wire or packing strip. If yes, then any document/certificate or marking on gear is available to indicate its safe working load/capacity			
25	Load of the loose gear is added while calculation of load to be lifted			
26	No person is resting/sleeping near handling area or in vicinity of cargo stacked			
27	Handling is not causing any road / traffic obstruction. If No, then any alternate method of handling is available. Then also, no, then all safety precautions are taken.			

28	Suitable firefighting equipment is available (Refer Regulation 17)			
C	Fork Lift No.			
	Transporters Name -			
	F/L DEP No. -			
	F/L Operators Name -			
1	Marking of SWL on F/L (Refer Regulation 57)			
2	Valid license of operator			
3	Reverse horn is working or help of signaler is available [Refer Regulation 57(8)(b)]			
4	Both Side mirrors are available (Refer Regulation 40)			
5	Front and rear Head & Tail lights are working (Refer Regulation 40)			
6	No oil / fuel leakage or spillage			
7	Length of fork is more than or equal to the width / length of load its handling (Refer Regulation 40)			
8	Load chart is available with operator			
9	Method of handling of load is proper and safe			
10	Workers working thereat are wearing PPEs (Refer Regulation 73)			
11	No person is standing at blind spots in path of forklift or below suspended load or moving/passing load			
12	While carrying load vision of operator is not obstructed due to cargo. If No, then adequate help of signaler is available to guide his path. [Refer Regulation 57(8)(b)]			
13	Handling is not causing any road / traffic obstruction. If No, then any alternate method of handling is available. Then also, no, then all safety precautions are taken.			
14	Movement of cargo on fork is carried out in at minimum lowered position i. e. ground level (Refer Regulation 40)			
15	No person is standing on forklift while it is being moved			
16	Effective mechanical braking device and mechanically operated current cut-off that comes into operation automatically when the operator leaves the forklift. [Refer Regulation 40(3)]			
17	Operator is protected by overhead guard			
18	Tested for stability as per National Standards (Refer Regulation 41)			
19	Area of handling is sufficiently ventilated			
20	If handling Dangerous Goods, then spark arrester is provided on its exhaust			
C	Tandem Operation for Lifting Appliances			
1	Other means of lifting of load is not available			
2	Both equipment are of similar in SWL, working radius, speed and control			
3	Carried under supervision of Responsible person			

4	Equalizer beam is used to avoid tilting of load			
5	Total weight of cargo and accessory gear is not exceeding one & half time of SWL of either LA			
6	Plumb line of both cargo runner wires is maintained all the time			
7	Operation is carried out under direction of single signaler			
D	Truck or Trailer			
	Transporters Name.			
1	Driver possess valid Driving license			
2	Cleaner is provided or helper is available for man oeuvre of vehicle			
3	Driver, cleaner working thereat are wearing PPEs <i>(Refer Regulation 73)</i>			
4	Condition of Trailers bed is satisfactory <i>(Refer Regulation 57)</i>			
5	Side metal Stanchions are properly fixed in pockets on trailer to prevent falling of load from bed and loads are stacked beyond height of stanchions <i>[Refer Regulation 57(4)]</i>			
6	Both Side mirrors are available <i>(Refer Regulation 40)</i>			
7	Brakes, Head lights and Tail lamps are working <i>[Refer Regulation 40(3)]</i>			
8	Pkg/load is properly placed and secured on trailer			
9	Vehicle is not loaded beyond its registered capacity <i>[Refer Regulation 57(6)]</i>			
10	Twist locks are provided in case of containers movement <i>[Refer Regulation 85(13)]</i>			
11	Vehicle is Maintained in good working condition <i>(Refer Regulation 57)</i>			
12	Safe way for workers to approach on trailer bed for handling load			
D	Stacking of Cargo in the yard			
1	Stacked properly on firm surface <i>(Refer Regulation 66)</i>			
2	Not overloaded to its load bearing capacity of surface <i>(Refer Regulation 66)</i>			
3	Stack is secured or blocked by suitable means to prevent its rolling/shifting or falling <i>(Refer Regulation 66)</i>			
4	Not stacked or rested against any structure <i>(Refer Regulation 66)</i>			
5	Cylindrical cargo is stacked perpendicular to the road <i>(Refer Regulation 66)</i>			
6	Not stacked to such height, which render the pile unstable <i>(Refer Regulation 66)</i>			
7	Safe means of access to / around stack is provided <i>(Refer Regulation 66)</i>			
8	Sufficient space is maintained between two stacks for movement of vehicle <i>(Refer Regulation 66)</i>			

9	Lashing is not removed until hook is placed for offloading of load. If no, then suitable protective measures are taken for protection from falling load			
10	No worker is standing in potential danger zone, where there is a chance of falling of load			
11	While removing sling or shackle, worker's hand/fingers are not in a potential danger zone i. e. can caught in between two surfaces			
12	Vehicles are not unnecessarily parked in the yard.			
13	No vehicle standing in queue for offloading/delivery is not posing any danger to the traffic thereat.			
	Operation			
1	Vehicles are moving in one direction			
2	Haphazard gathering of transport vehicles around LA			
3	During operation of LA - persons are away from the cargo being handled or any other danger zone			
4	2 wheeler / car moves in the yard around the operation			
5	Cargo stack on transport vehicle is safe for lashing / unlashng			
6	No smoking observed in the yard (Refer Regulation 17)			
7	Persons wearing retro-reflective jackets for visibility (Refer Regulation 73)			

Shed Sudptt ./ Labour Supervisor / Safety Inspector

Sectional Asst. Manager / Safety Officer

c. c. to the concerned departments - for information & necessary action