Loading Dock Driver Safety Checklist

Delivery or pickup

Driver / date / tractor / trailer

Facility / dock / site contact

Agree before loading begins

- ☐ Confirm the assigned dock, traffic route, PPE, pedestrian path, and safe place for the driver to wait.
- ☐ Park securely. Confirm who applies the required chocks or restraint and how the site prevents trailer movement or early departure.
- ☐ Report damaged trailer floors, landing gear, doors, or dock equipment. Confirm support arrangements before a forklift enters an uncoupled trailer.
- ☐ Agree on the release method. Follow any key-control, restraint-light, or paperwork procedure without assuming one signal alone means the area is clear.

Stay out of the danger area

- ☐ Keep away from forklift travel, suspended loads, dock edges, and gaps between the trailer and dock.
- ☐ Stand clear when opening doors; shifted freight can fall outward. Stop and get help if cargo is pressing against a door.
- ☐ Do not enter the trailer or loading area unless the site has made it safe and authorized your presence.

Obtain a clear release

- ☐ Confirm loading has stopped, people and equipment are clear, and the dock plate and restraint are released by the responsible person.
- ☐ Check load securement, doors, seals, connections, and the exit path. Remove chocks only at the appropriate step.
- ☐ Stop if release instructions conflict or anyone is still working around the trailer.

Departure confirmation

Released by / time / method

Hazards or unresolved items

OSHA: Loading and unloading OSHA: Loading dock hazards

Use with company procedures, site rules, and equipment-specific training.