

# MARINE OPERATIONS SAFETY

## Checklist

# HYLANT



**Marine**  
SPECIALTY

Date: \_\_\_\_\_ Review conducted by: \_\_\_\_\_

Workers in marine operations and longshoring activities may be in danger of getting injured on-site due to unsafe forklift use, stacking products improperly, failing to use personal protective equipment (PPE) and life vests, failing to follow lockout/tag out procedures, failing to comply with fire safety provisions or performing repetitive motions frequently. Use this checklist to understand hazards present and determine how to safely mitigate them.

### DOCKS

Injuries occur on docks when forklifts run off the dock, products fall on employees, or cargo or other materials strike employees.

| SOLUTIONS                                                                     | COMPLETED                | NOT COMPLETED            | N/A                      |
|-------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Instruct employees to drive forklifts slowly on docks and plates.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Secure dock plates and check to see if the plate can safely support the load. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Stay clear of dock edges and never back up a forklift to the dock's edge.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide visual warnings for employees near dock edges.                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do not allow employees to "dock jump."                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that ladders and stairs meet all applicable safety standards.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### FORKLIFTS

Forklifts cause a significant number of preventable injuries each year.

| SOLUTIONS                                                                                                                            | COMPLETED                | NOT COMPLETED            | N/A                      |
|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Train, evaluate and certify all operators to ensure that they can operate forklifts safely.                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do not allow anyone under age 18 to operate a forklift.                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Properly maintain hauling equipment, including tires.                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Before using a forklift, instruct employees to examine it for hazardous conditions that would make it unsafe to operate.             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Require employees to follow safe procedures for picking up, putting down and stacking loads.                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Train drivers to drive safely, never exceeding 5 miles per hour and slowing down in congested areas or areas with slippery surfaces. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that the operator wears a seatbelt installed by the manufacturer.                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Never allow employees to drive up to a person standing in front of a fixed object, such as a wall or stacked materials.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Prohibit stunt driving and horseplay.                                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# MARINE OPERATIONS SAFETY *Checklist*

| SOLUTIONS - FORKLIFTS (continued)                                                                                                                                                                        | COMPLETED                | NOT COMPLETED            | N/A                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do not handle loads heavier than the weight capacity of the forklift.                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Remove unsafe or defective trucks from service until the defect is properly repaired.                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Maintain sufficiently safe clearances for aisles and loading docks or passages where forklifts are used.                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure adequate ventilation either by opened doors/windows or using ventilation systems to provide enough fresh air to keep concentrations of noxious gases from engine exhaust below acceptable limits. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide covers and/or guardrails to protect workers from the hazards of open pits, tanks, vats and ditches.                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Train employees on the hazards associated with the combustion by-products of forklift operation, such as carbon monoxide.                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## CHARGING STATIONS

Fires and explosion risks are possible unless proper guidelines are followed.

| SOLUTIONS                                                                                                                                                                     | COMPLETED                | NOT COMPLETED            | N/A                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Prohibit smoking and open flames in and around charging stations.                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide adequate ventilation to disperse fumes from gassing batteries.                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that fire extinguishers are available and fully charged.                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide proper PPE (rubber gloves, eye protection, face protection, etc.).                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Properly position forklifts and apply the brakes before attempting to change or charge batteries; follow required procedures when refueling gas- or propane-fueled forklifts. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide conveyors, overhead hoists or equivalent materials handling equipment for servicing batteries.                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide an eye-washing station and safety shower facilities for employees exposed to battery acids.                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## CARGO LOADS

Improperly loaded cargo may fall and injure or kill workers.

| SOLUTIONS                                                                            | COMPLETED                | NOT COMPLETED            | N/A                      |
|--------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Train employees to stack loads evenly and straight to avoid unbalanced loads.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Require employees to remove one object at a time when unloading.                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep walkways and passageways clear and in good repair.                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Train employees to secure all loads properly to ensure their stability.              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inspect load-indicating devices for accuracy, functionality and adequate markings.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that all material handling devices are properly certified per OSHA standards. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify all containers as empty or loaded.                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# MARINE OPERATIONS SAFETY *Checklist*

## CATWALKS

Catwalks can collapse or workers can fall from them, leading to severe injuries or death.

| SOLUTIONS                                                                                                                     | COMPLETED                | NOT COMPLETED            | N/A                      |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Ensure that catwalks and footwalks are capable of supporting a load of at least 45 kilograms per square foot.                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inspect catwalks periodically for corrosion and replace as necessary.                                                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Never allow employees to work alone on catwalks.                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide safe, sturdy guardrails at locations where employees are exposed to floor openings, wall openings or waterside edges. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## CONVEYORS

Workers can be injured when they are caught in pinch points or in-going nip points, are hit by falling products or develop musculoskeletal disorders associated with awkward postures or repetitive motions.

| SOLUTIONS                                                                          | COMPLETED                | NOT COMPLETED            | N/A                      |
|------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Inspect conveyors regularly.                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that pinch points are adequately guarded.                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develop ways of locking out conveyors and train employees in these procedures.     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide proper lighting and working surfaces in the area surrounding the conveyor. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## CRANES AND DERRICKS

Moving parts of cranes can strike employees.

| SOLUTIONS                                                                                                                                              | COMPLETED                | NOT COMPLETED            | N/A                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Ensure that a seat belt is installed on the operator's seat.                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Allow the operation of cranes only with the specified type and amount of ballast or counterweights, secured as specified in the manufacturer's design. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that stairways on cranes are equipped with rigid handrails.                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that the cab, controls and mechanism of the crane are arranged so that the operator has a clear view of the load or signalman when one is used. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Replace or repair any missing, broken, cracked, scratched or dirty glass that impairs the operator's visibility.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use a system of communication such as radio, telephone, a buzzer or a bell between the foot of ladders/stairways and the operator's cab.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Inspect braking systems regularly to ensure they are adequate and fully functional.                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Equip rail-mounted cranes with devices that warn employees when they are in the path of a moving crane.                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

# MARINE OPERATIONS SAFETY *Checklist*

## MANUAL LIFTING/HANDLING

Back injuries occur from improper lifting and overexertion.

| SOLUTIONS                                                                                                                    | COMPLETED                | NOT COMPLETED            | N/A                      |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Provide general ergonomics training and task-specific training.                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Minimize the need for lifting by using good design and engineering techniques.                                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Encourage employees to lift properly and to ask for assistance from a co-worker to help if cargo or materials are too heavy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## DROWNING

Whether or not they are capable of swimming, workers can fall into the water and drown.

| SOLUTIONS                                                                                                 | COMPLETED                | NOT COMPLETED            | N/A                      |
|-----------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Workers near water without physical barriers must wear U.S. Coast Guard-approved life vests at all times. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Never allow workers to be on duty alone.                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure that functioning life rings are available wherever workers are near water.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## HAZARD COMMUNICATION

Chemical burns are possible if spills of hazardous materials occur.

| SOLUTIONS                                                                                      | COMPLETED                | NOT COMPLETED            | N/A                      |
|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Maintain Safety Data Sheets (SDSs) for each chemical used at your facility.                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Instruct employees to follow SDS instructions for handling products.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Train employees on the risks of each chemical being stored.                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide spill cleanup kits in any areas where chemicals are stored.                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a written spill cleanup plan.                                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Train employees to clean up spills, protect themselves and properly dispose of used materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide proper PPE and enforce its use.                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Store all chemicals safely and securely.                                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Store chemicals away from forklift traffic areas.                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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## POOR ERGONOMICS

Improper lifting, repetitive motions or poor design of operations can lead to musculoskeletal disorders.

| SOLUTIONS                                                                                                                           | COMPLETED                | NOT COMPLETED            | N/A                      |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Use powered equipment instead of requiring a manual lift of heavy materials, if possible.                                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Reduce lifts from shoulder height and from pavement height by repositioning the shelf or bin.                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure overhead lighting is adequate for the task at hand.                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provide employees with task-oriented ergonomic training.                                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use your legs to lift, and keep your back in a natural position while lifting.                                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test the load to estimate its weight, size and bulk and to determine the proper lifting method.                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Instruct employees to ask for assistance with loads exceeding the maximum weight a person should lift safely without help.          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Instruct employees not to twist while carrying a load, instead shifting their feet and taking small steps in the desired direction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Keep floors clean and free of slip and trip hazards.                                                                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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