

LO:	1. Define the roles and responsibility involved in the Receiving process. 2. Describe elements of a safe loading dock experience. 3. Identify shipment recipient and delivery point.	
Material 1. Receiving process map 2. Picture of unsafe loading dock 3. Example shipping documentation 4. Map of facility		
Activity LO#1: Step through process map with class. Ask participants to highlight the steps where they are listed as “A”, “Accoutable” or “R”, “Responsible” on the responsibilities matrix for the process. <i>Material #1</i> LO#2: Project a picture of an unsafe loading dock. Ask participants to describe what is unsafe in the picture and what could make the dock a better place to receive a shipment. <i>Material #2</i> LO#3: Separate participants into groups or partners. Each group or partner gets an example of shipment documentation. There can be several different examples for the groups to review. Participants answer the following questions: - Is this shipment for the site? how do you know? - Should this shipment be unloaded in the storeroom? How do you know? - What is the location of the shipment? Where is that location in the facility? <i>Material #3,4</i>		
Process - Groups/partners report their findings and the answers to the rest of the class - Brainstorm a list of things warehouse personnel can do to keep the loading dock safe and obstacle-free for deliveries.		Time 20min