

Dock Layout

O-01

It is a Dock Person's responsibility to know the "layout" of the dock he/she is working on. This is necessary to keep organization on the dock.

Dock Person must know:

- Where forklifts are to be parked when not in use.
- What forklift attachments are available to use and where they are to be placed when not in use (Basiloid Attachment, Barrel Lift Attachment, Fork Extensions, Rug Pole, Fork Boom, Drum clamp, etc.)
- Where propane tanks are located (Full and Empty)
- Where dock carts are to be parked when not in use
- Where two wheelers are to be parked when not in use
- Where pallet jacks are to be parked when not in use
- Where barrel carts are to be parked when not in use
- Where designated dunnage (cardboard, airbags, mty pallets, etc) areas
- Where air compressor cart and airbags area is
- Where junk pallets are to be placed
- Where good pallets are to be placed
- Where do load straps, load bars, load beams get stored
- Where the trap doors and outbound doors are located
- How the bays are set up for freight being docked
- How the outbound and trap trailer doors are set up and where Dock Handling copies are to be placed at these doors
- Where the Spill Kit is
- Where the OS&D bay is
- Where the hand tools are (crowbar, hammer, nails, brooms, shovels, etc)
- Where placards are stored
- Where shrink wrap, tape and banding machine are to be stored

All of these "tools" are needed for the job each day. It is the dock person's responsibility to put "tools" away in designated areas. When a dock person is looking for a "tool", they should be able to find it.

Having a clean and organized dock helps in achieving the goal to have a safe work environment and an efficient running dock operation.