Wholesale Trade Safety Orientation

Ask your supervisor. Type in the fields or print all three pages. Start at the meeting point your host approves.

Confirm the training and permission for your actual work

This overview does not provide powered industrial truck operator training/evaluation, authorized lockout/tagout or DOT hazmat training, or confined-space, spill or rescue authorization. The employer or host confirms task requirements.

Allow 30 to 60 minutes total for the online orientation and the walkthrough with your supervisor.

If you are unsure, stop and ask.

It is okay not to know. Do not pretend you do. Asking questions is how we learn.

Learner or team member

Supervisor or host contact

Company, site and approved meeting point

Walkthrough date

Department, wholesale work area and shift - see examples on page 3

01 / Before entry or the first task

Who is my designated lead, what is my task, and which work or equipment must wait?

Which task training and age limits apply before work? If I am under 18, who checks my assignment?

Show approved routes, crossings and dock waiting points. What are my host, visitor and escort limits?

Find it together

Use approved locations only. For this walkthrough, do not operate or test equipment, enter trailers or go under loads.

In an emergency, move away from danger and call for emergency help from a safe place. Follow the site response plan. A routine question must not delay emergency help.

How do I call emergency help? What site address, gate or location do I give responders?

Show me the alarms, safe exits and assembly point. Who accounts for our shift?

What radio channel or backup contact do I use? How do I report an injury, hazard or near miss?

Where are the first aid kit and AED, if provided? Who can give first aid and how do I reach them?

Where are the eyewash, safety shower, handwashing facilities and clean drinking water?

Where are the fire extinguishers? What is my fire-response role? Locating one gives no permission to fight a fire.

Where are SDS and labels for actual products? Who do I tell about leaking returns or unknown contents?

Which task PPE and heat/cold protections apply? Who checks fit, replacement and work/rest plans?

Who controls guards and hazardous energy? An emergency stop does not isolate energy.

Walk the plan through

Use your actual work area, explain the agreed plan, and name who will close each open item.

02 / Connect the basics to your work area

Receiving and shipping
Who confirms vehicle securing, dockboards and trailer readiness?
Picking and packing
Ask about aids; there is no universal safe lifting weight.
Storage and racking
Who receives reports of damage or unstable stock?
Returns and chemical products
Who handles a leaking or unknown product?
Visitor, contractor or other wholesale work
Which routes, escort and task limits does the host set?

Who confirms vehicle securing, dockboard and trailer readiness before use? Where do I wait for clearance?

Which approved handling aids fit my task? Who receives stock or rack damage reports?

In my own words, what is the safe plan for my first assignment, and when will I stop and ask?

What remains unresolved, and which task or area must wait until the answer is confirmed?

Who owns each open item? Record the answer-by date/time and how we will confirm it before affected work.

03 / Acknowledge the discussion

We reviewed the local plan and open items. Employer training and authorization records stay separate. These names acknowledge this discussion; they do not authorize work or entry or replace the online result.

Learner name and acknowledgement date

Supervisor name and acknowledgement date