

## **I. Title**

*Loading Dock Access Safety and Security*

## **II. Policy**

- A. Audience: All employees of \_\_\_\_\_ and visitors.
- B. Purpose: A loading dock is a busy and potentially unsafe/unsecure place for employees, contractors, and visitors. Proper use of the approved public entrances to the building upon arrival and/or departure from the employee's shift, leave for break, to receive deliveries, or for any other need to enter or exit any \_\_\_\_\_ will keep the employee safe and secure.
- C. Policy Statement: Trucks of all sizes make deliveries at all hours of the day and night. These deliveries can consist of both non-hazardous and hazardous materials. The movement of heavy cargo creates risks of serious injury to staff in the area. The potential risk includes injury from falling materials, loud noises, and flying dust created during the unloading process. It has been noted that employees have increased their use of loading dock areas for drop-offs, pick-ups, lunch deliveries, breaks, etc. Employees are informed that, with the exception of emergencies involving evacuation of the building, all loading dock areas on \_\_\_\_\_ are not approved entry or exit points. Loading dock areas are not to be used for any other purpose than the receipt and/or discharge of \_\_\_\_\_ related materials by authorized personnel. Only those employees who have defined job duties that require access to the loading dock areas are authorized to occupy and utilize these areas. Additionally, employees are not allowed to "follow an authorized employee" through these secured entry or exit points (e.g., waiting for an employee with card-reader access to unlock the loading dock doors and then following them into the building).

## **III. Responsibility**

Each entity or department is responsible for ensuring compliance with this policy in all building areas that it occupies. All departments authorized to utilize a \_\_\_\_\_ dock will have a written departmental Standard Operating Procedure in-place and conveyed to their employees to ensure safety and security compliance.

- A. All \_\_\_\_\_ Employees:
- i. Utilize the approved public access points when arriving or departing from work, when leaving the building during breaks or for work-related activities, or when receiving non-\_\_\_\_\_ deliveries (e.g. lunch deliveries).
  - ii. Do not use loading docks as primary entry or exit points, or as locations where non-\_\_\_\_\_ deliveries will be made.
  - iii. Supervisors shall investigate, and where appropriate, provide disciplinary action, upon receiving reports of violations of this policy by their staff.
  - iv. \_\_\_\_\_ staff will notify Supervisors of dock policy violations, and the Supervisor should travel (when feasible) to meet the \_\_\_\_\_ staff at the dock violation location and verify the offending staff member names(s)/I.D. and document violations(s).
- B. Campus Police:
- i. Ensure Access to/from loading docks is limited to \_\_\_\_\_ employees that have job duties that require access to the loading dock area.

- ii. Provide enforcement actions to employees observed deviating from the requirements of this policy or related policies, up to and including towing the offending vehicle at the offender's expense and disciplinary action as allowed by \_\_\_\_\_ policy.

C. Auxiliary Enterprises:

- i. Loading docks are approved for use by Auxiliary personnel for company related delivery of products or supplies, as appropriate.

D. Property Services:

- i. Develop and maintain adequate signage to indicate the restricted nature of the loading dock access points.

E. Logistics:

- i. Employees working on the loading docks shall ensure that only authorized individuals are present on the loading docks and are using the secure loading dock doors as entry/access points.
  - a) These employees are encouraged to politely direct pedestrians to the closest public entrance and remind \_\_\_\_\_ staff that the loading dock is for the receipt and/or discharge of company-related deliveries only and that it is an unsafe environment for pedestrians.
  - b) If employees identify unauthorized employees frequently using these secure access points, contact \_\_\_\_\_ to request enforcement assistance.

F. Approved Construction Access:

- i. Loading docks may be approved for use by personnel as a point of approved Construction Staff/Contractors access. Construction Staff/Contractors will request access to the loading dock area in advance from \_\_\_\_\_ and coordinate to ensure no impact to loading dock operations. \_\_\_\_\_ to provide notice of need for dock access at least 24-hours in advance.
- ii. Construction Staff/Contractors requiring loading dock access will be issued an identification badge that provides card reader access to the loading dock doors.
- iii. Construction Staff/Contractors will not provide access through the secure loading dock doors to employees.

G. Utilities:

- i. Loading docks may be approved for use by personnel as a point of approved Utilities Staff/Contractors access. Utilities Staff/Contractors will request access to the loading dock area in advance from \_\_\_\_\_ and coordinate to ensure no impact to loading dock operations.
- ii. Utilities Staff/Contractors requiring loading dock access will be issued an identification badge that provides card reader access to the loading dock doors.
- iii. Utilities Staff/Contractors will not provide access through the secure loading dock doors to employees.

H. Information Services:

- i. Loading docks may be approved for use by personnel as a point of approved Information Services Staff/Contractors access. Information Services Staff/Contractors will request access to the loading dock area in advance from \_\_\_\_\_ and coordinate to ensure no impact to loading dock operations.
- ii. Information Services Staff/Contractors requiring loading dock access will be issued an identification badge that provides card reader access to the loading dock doors.

iii. Information Services Staff/Contractors will not provide access through the secure loading dock doors to employees.

**IV. Definitions**

**Loading dock:** A designated area of a building where goods vehicles are loaded and unloaded **Loading dock access points:** Secured doors that are located on loading docks; these access points are intended to be used by staff working on the loading docks or by authorized staff with job duties that require access as part of their job responsibilities. These are not intended to be normal access/exit points for the building.

**V. Relevant Federal and State Statutes**

[General Duty Clause of the Occupational Safety & Health Act](#)  
[29 CFR 1910.176: Handling materials](#)

**VI. Relevant System Policies and Procedures**

**VII. Related Policies and Procedures**

**VIII. Dates Approved or Amended**
