

Return to Work Checklist for Warehouse Employees

Employee Information

Name	
Employee ID	
Department	
Supervisor	
Return Date	

Pre-Return Requirements

- ☐ Medical clearance received
- ☐ HR notified of return date
- ☐ PPE issued and checked
- ☐ Orientation/refresher training scheduled

Workplace Safety Measures

- ☐ Workstation sanitized
- ☐ Safety procedures reviewed
- ☐ Hazard reporting process reviewed
- ☐ Emergency exits and procedures reviewed

Job-Specific Preparations

- ☐ Equipment inspected and tested
- ☐ Work schedule confirmed
- ☐ Locker/personal area cleaned
- ☐ Access card/keys assigned

Signatures

Employee Signature	
Date	
Supervisor Signature	
Date	

