

Forklift Truck Checklist

Forklift trucks are versatile manual handling aids. But they need looking after, and in any 'argument' with pedestrians, forklift trucks always win.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

Date checklist completed:	
Date checklist to be reviewed: <i>(annually or when there is a change to the workplace)</i>	
Name of person who completed checklist:	
Position title:	Company/workplace:

Traffic management plan

Do you have a system in place to ensure pedestrian and forklift traffic are kept separated?	Yes	No
Can you re-design the workplace layout to reduce or remove the need for pedestrians to be in areas where forklifts operate?	Yes	No
Are pedestrian walkways clearly marked and even controlled by gates?	Yes	No
Are exclusion zones for pedestrians clearly signed?	Yes	No

Certificates

Does the operator/s have a current certificate of competency?	Yes	No
Are forklifts fitted with safety devices or structures adequate for the tasks being performed?	Yes	No

Daily inspections

Do operators check the following items on the forklift at the start of each shift before using it?:

• structural damage	Yes	No
• leaks	Yes	No
• the tyres and wheels (for example, the pressure; wheel nuts all present)	Yes	No
• the tynes (for example, that they are properly attached and level, and not worn, broken or damaged)	Yes	No
• any attachments (for example, that they are secured to the forklift truck mast)	Yes	No
• the chains, cables and hoses	Yes	No
• the safety devices such as seat belts, warning devices, flashing lights and beepers	Yes	No

• the battery and connector	Yes	No
• the guards	Yes	No
• the fluid levels	Yes	No
• the braking (including the handbrake) and hydraulic systems.	Yes	No
Are records of the maintenance kept for the life of the forklift?	Yes	No
Are forklifts maintained in good working order and condition?	Yes	No

Operation

Are the areas where forklifts operate well-ventilated?	Yes	No
Are the areas where forklifts operate well-lit?	Yes	No
Are the surfaces where forklifts operate level and non-slip?	Yes	No
Are forklifts fitted with load-cell-weighing devices?	Yes	No
Are forklifts fitted with tilt restrictors?	Yes	No
Are forklifts fitted with operator restraint interlocks?	Yes	No
Do operators verify that the forklift truck has the capacity to pick up the load?	Yes	No
Are batteries charged in a well-ventilated area?	Yes	No
Are eye-washing facilities available and located near where battery charging is done?	Yes	No
