**Warehouse Forklift Safety Checklist**

OSHA statistics show that an average of 100 employees are killed each year in forklift accidents, and as many as 95,000 total forklift accidents occur on an annual basis. In many cases, these accidents are avoidable. This inspection helps ensure safety compliance are followed correctly so that operators and pedestrians are protected. This is ideal for equipment managers, warehouse managers and safety managers in general industry.

By:

Date:

Time:

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| 1. Powered industrial trucks (forklifts) meet the design and construction requirements established in American National Standard for Powered Industrial Trucks, Part II ANSI B56.1-1969.
 | Yes | No | N/A | Comments |
| 1. Written approval from the truck manufacturer has been obtained for any modifications or additions that affect the capacity and safe operation of the vehicle.
 | Yes | No | N/A | Comments |
| 1. Capacity, operation and maintenance instruction plates, tags or decals are changed to specify any modifications or additions to the vehicle.
 | Yes | No | N/A | Comments |
| 1. Nameplates and markings are in place and maintained in a legible condition.
 | Yes | No | N/A | Comments |
| 1. Forklifts that are used in hazardous locations are appropriately marked/approved for such use.
 | Yes | No | N/A | Comments |
| 1. Battery charging is conducted only in designated areas.
 | Yes | No | N/A | Comments |
| 1. Appropriate facilities are provided for flushing and neutralizing spilled electrolytes, for fire extinguishing, for protecting charging apparatus from damage by trucks and for adequate ventilation to disperse fumes from gassing batteries.
 | Yes | No | N/A | Comments |
| 1. Conveyors, overhead hoists or equivalent materials handling equipment are provided for handling batteries.
 | Yes | No | N/A | Comments |
| 1. Reinstalled batteries are properly positioned and secured.
 | Yes | No | N/A | Comments |
| 1. Carboy tilters or siphons are used for handling electrolytes.
 | Yes | No | N/A | Comments |
| 1. Forklifts are properly positioned and brakes applied before workers start to change or charge batteries.
 | Yes | No | N/A | Comments |
| 1. Vent caps are properly functioning.
 | Yes | No | N/A | Comments |
| 1. Precautions are taken to prevent smoking, open flames, sparks or electric arcs in battery charging areas and during storage/changing of propane fuel tanks.
 | Yes | No | N/A | Comments |
| 1. Tools and other metallic objects are kept away from the top of uncovered batteries.
 | Yes | No | N/A | Comments |
| 1. Concentrations of noxious gases and fumes are kept below acceptable levels.
 | Yes | No | N/A | Comments |
| 1. Forklift operators are competent to operate a vehicle safely as demonstrated by successful completion of training and evaluation conducted and certified by persons with the knowledge, training and experience to train operators and evaluate their performance.
 | Yes | No | N/A | Comments |
| 1. The training program content includes all truck-related topics, workplace-related topics and the requirements of 29 CFR 1910.178 for safe truck operation.
 | Yes | No | N/A | Comments |
| 1. Refresher training and evaluation is conducted whenever an operator has been observed operating the vehicle in an unsafe manner or has been involved in an accident or a near-miss incident.
 | Yes | No | N/A | Comments |
| 1. Refresher training and evaluation is conducted whenever an operator is assigned to drive a different type of truck or whenever a condition in the workplace changes in a manner that could affect safe operation of the truck.
 | Yes | No | N/A | Comments |
| 1. Evaluations of each operator’s performance are conducted at least once every three years.
 | Yes | No | N/A | Comments |
| 1. Load engaging means are fully lowered, with controls neutralized, power shut off and brakes set when a forklift is left unattended.
 | Yes | No | N/A | Comments |
| 1. Operators maintain a safe distance from the edge of ramps or platforms while using forklifts on any elevated dock, platform or freight car.
 | Yes | No | N/A | Comments |
| 1. There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.
 | Yes | No | N/A | Comments |
| 1. Overhead guards are provided in good condition to protect forklift operators from falling objects.
 | Yes | No | N/A | Comments |
| 1. Operators observe all traffic regulations, including authorized plant speed limits.
 | Yes | No | N/A | Comments |
| 1. Drivers are required to look in the direction of and keep a clear view of the path of travel.
 | Yes | No | N/A | Comments |
| 1. Operators run their trucks at a speed that will permit the vehicle to stop in a safe manner.
 | Yes | No | N/A | Comments |
| 1. Dock boards (bridge plates) are properly secured when loading or unloading from dock to truck.
 | Yes | No | N/A | Comments |
| 1. Stunt driving and horseplay are prohibited.
 | Yes | No | N/A | Comments |
| 1. All loads are stable, safely arranged and fit within the rated capacity of the truck.
 | Yes | No | N/A | Comments |
| 1. Operators fill fuel tanks only when the engine is not running.
 | Yes | No | N/A | Comments |
| 1. Replacement parts of trucks are equivalent in terms of safety with those used in the original design.
 | Yes | No | N/A | Comments |
| 1. Trucks are examined for safety before being placed into service and unsafe or defective trucks are removed from service.
 | Yes | No | N/A | Comments |