**Forklift Operator 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 protocols must be followed correctly so that operators and pedestrians are protected. This is ideal for equipment managers, warehouse managers and safety managers.

By:

Date:

Time:

## Operator Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Has the operator a valid certificate of training that has been passed or refreshed within the last three years?
 | Yes | No | N/A | Comments |
| 1. Has the operator an up to date authorization to operate, signed and renewable annually?
 | Yes | No | N/A | Comments |

## Daily Safety Inspection

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. The operator completes the safety Pre-shift safety inspection correctly
 | Yes | No | N/A | Comments |
| 1. The operator fully understands the capacity information plate?
 | Yes | No | N/A | Comments |
| 1. The operator understands the correct fault reporting procedures?
 | Yes | No | N/A | Comments |

## Operator Safety & Observation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Operator Safety & Observation: Mounts / dismounts correctly?
 | Yes | No | N/A | Comments |
| 1. Operator Safety & Observation: Uses the seat belt correctly?
 | Yes | No | N/A | Comments |
| 1. Keeps body parts within the confines of the vehicle?
 | Yes | No | N/A | Comments |
| 1. Looks in the direction of travel?
 | Yes | No | N/A | Comments |
| 1. Use the horn appropriately?
 | Yes | No | N/A | Comments |
| 1. Follows the correct procedures for an "unattended" vehicle?
 | Yes | No | N/A | Comments |
| 1. Was good all round safety observation?
 | Yes | No | N/A | Comments |

## Steering & Operating Controls

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Starts and stops smoothly?
 | Yes | No | N/A | Comments |
| 1. Uses assistor correctly?
 | Yes | No | N/A | Comments |
| 1. Doesn't travel unintentionally in the wrong direction?
 | Yes | No | N/A | Comments |
| 1. Doesn't brake harshly / erratically?
 | Yes | No | N/A | Comments |
| 1. Releases the parking brake prior to moving off?
 | Yes | No | N/A | Comments |
| 1. Doesn ride the foot brake?
 | Yes | No | N/A | Comments |
| 1. Doesn't operate the hydraulic controls when the lift truck is in motion?
 | Yes | No | N/A | Comments |
| 1. Operates and understands the controls?
 | Yes | No | N/A | Comments |

## Competency In Load Capacity

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Matches load with the truck's capacity?
 | Yes | No | N/A | Comments |
| 1. Checks the load for stability?
 | Yes | No | N/A | Comments |

## Maneuvering & Transportation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Forks to low when traveling?
 | Yes | No | N/A | Comments |
| 1. Operates in reverse, looking in the direction of travel to the correct ratio?
 | Yes | No | N/A | Comments |
| 1. Operates at a speed consistent with the type of load and working conditions?
 | Yes | No | N/A | Comments |
| 1. Performs safe maneuvering with the lift truck and load?
 | Yes | No | N/A | Comments |

## Stacking & de-stacking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Applies the park brake when operating the hydraulics?
 | Yes | No | N/A | Comments |
| 1. Applies neutral when operating the hydraulics?
 | Yes | No | N/A | Comments |
| 1. Forks arm central under the load?
 | Yes | No | N/A | Comments |
| 1. Fork arms not rubbing (entry / withdrawal)?
 | Yes | No | N/A | Comments |
| 1. Fork tips touch the stack / load?
 | Yes | No | N/A | Comments |
| 1. Forks / load not level?
 | Yes | No | N/A | Comments |
| 1. Stacked load correctly?
 | Yes | No | N/A | Comments |
| 1. Fork arms not fully inserted (undercut)?
 | Yes | No | N/A | Comments |

## Parking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Correctly applies the park brake?
 | Yes | No | N/A | Comments |
| 1. Sets the direction lever to the neutral position?
 | Yes | No | N/A | Comments |
| 1. Correctly apples forward tilt?
 | Yes | No | N/A | Comments |
| 1. Correctly lowers the fork arms?
 | Yes | No | N/A | Comments |
| 1. Maneuvers wheels are in the straight position?
 | Yes | No | N/A | Comments |
| 1. Switches off and removes the key?
 | Yes | No | N/A | Comments |