

FORKLIFT SAFETY CHECKLIST

| | |
|--------------|--|
| Date | |
| Location | |
| Completed by | |

OK = Satisfactory | AN = Action Needed | N/A = Not Applicable **OK** **AN** **N/A**

| | | | |
|--|--------------------------|--------------------------|--------------------------|
| Capacity, operation and maintenance instruction plates, tags or decals are changed to specify any modifications or additions to the vehicle. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written approval from the forklift manufacturer has been obtained for any modifications or additions that affect the capacity and safe operation of the vehicle. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Replacement parts of forklifts are equivalent in terms of safety with those used in the original design. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nameplates and markings are in place and maintained in a legible condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklifts that are used in hazardous locations are appropriately marked/approved for such use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Battery charging is conducted only in designated areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Appropriate facilities are provided for flushing and neutralizing spilled electrolytes, for fire extinguishing, for protecting charging apparatus from damage by forklifts, and for adequate ventilation to disperse fumes from gassing batteries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Conveyors, overhead hoists, or equivalent materials handling equipment are provided for handling batteries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Carboy tilters or siphons are used for handling electrolytes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklifts are properly positioned, and brakes applied before workers start to change or charge batteries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vent caps are properly functioning. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Reinstalled forklift batteries are properly positioned and secured. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Precautions are taken to prevent smoking, open flames, sparks, or electric arcs in battery charging areas and during storage/changing of propane fuel tanks. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tools and other metallic objects are kept away from the top of uncovered batteries. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The warehouse or work area is well ventilated. Concentrations of noxious gases and fumes are kept below acceptable levels. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fuel tanks are only filled when the forklift engine is not running. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| The forklift training program includes all forklift-related topics, workplace-related topics, and the requirements of OSHA Standard 1910.178 for safe forklift operation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Refresher training and evaluation is conducted whenever a forklift operator has been observed operating the vehicle in an unsafe manner or has been involved in an accident or a near-miss incident. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Evaluations of each forklift operator's performance are conducted at least once every three years. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Refresher training and evaluation is conducted whenever a forklift operator is assigned to drive a different type of forklift or whenever a condition in the workplace changes in a manner that could affect safe operation of the forklift. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee training is documented. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Load engaging means are fully lowered, with controls neutralized, power shut off and brakes set when a forklift is left unattended. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Forklift operators maintain a safe distance from the edge of ramps or platforms while using forklifts on any elevated dock, or platform. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Overhead guards are provided in good condition to protect forklift operators from falling objects. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklift operators observe all traffic regulations, including authorized facility speed limits. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklift operators look in the direction of and keep a clear view of the path of travel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Operators run their forklifts at a speed that will permit the vehicle to stop in a safe manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dock boards (bridge plates) are properly secured when loading or unloading from dock to forklift. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklift operators do not engage in stunt driving or horseplay, which are prohibited. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All loads are stable, safely arranged, and fit within the rated capacity of the forklift. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Forklifts are examined for safety before being placed into service and unsafe or defective forklifts are removed from service. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Action Needed Items and Additional Notes:

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