

FORKLIFT SAFETY CHECKLIST

DATE: _____ INSPECTED BY: _____
(PRINT NAME) (SIGNATURE)

The operator of the forklift should carry out a *Visual Pre-Use Check* before starting the forklift. After completing the Visual Pre-Use Check, the operator should do an *Operational Pre-Use Check*.

VISUAL PRE-USE CHECK

1) <input type="checkbox"/> Floor – clear of objects that could cause an accident
2) <input type="checkbox"/> Overhead – no obstructions
3) <input type="checkbox"/> Aisles, ramps, doorways and passages are clear.
3) Forks – <input type="checkbox"/> Forks not bent <input type="checkbox"/> No cracks present <input type="checkbox"/> Positioning latches in good working condition <input type="checkbox"/> Carriage teeth not broken, chipped or worn <input type="checkbox"/> Retaining pins
4) Tires – <input type="checkbox"/> Correct pressure <input type="checkbox"/> Cuts or bulges <input type="checkbox"/> Nails or Spikes <input type="checkbox"/> Uneven or excessive wear <input type="checkbox"/> Missing valve caps
3) Wheels – <input type="checkbox"/> Damaged rims <input type="checkbox"/> Missing or loose wheel nuts or bolts <input type="checkbox"/> Obvious misalignment
4) Fluids – <input type="checkbox"/> Oil <input type="checkbox"/> Water <input type="checkbox"/> Break <input type="checkbox"/> Hydraulic <input type="checkbox"/> Other _____
5) Battery – <input type="checkbox"/> Fully charged <input type="checkbox"/> Check cables for exposed wires <input type="checkbox"/> Vent caps not clogged <input type="checkbox"/> Battery plug connections not loose, worn or dirty <input type="checkbox"/> Electrolyte levels in cell <input type="checkbox"/> Hold downs or brackets to keep battery securely in place
6) <input type="checkbox"/> Propane bottle is secure
7) <input type="checkbox"/> Fire extinguisher – present and charged
8) <input type="checkbox"/> Hoses – held securely; not loose, crimped, worn or rubbing.

OPERATIONAL PRE-USE CHECK

1) <input type="checkbox"/> Horn – working loud enough to be heard in working environment
2) <input type="checkbox"/> All other warning devices are operational.
3) <input type="checkbox"/> Lights – head lights and warning lights are operational
4) <input type="checkbox"/> Foot Brake – pedal holds, unit stops smoothly
5) <input type="checkbox"/> Parking Brake – holds against slight acceleration.
6) <input type="checkbox"/> Audible back up warning is operational.
7) <input type="checkbox"/> Clutch and Gearshift – shifts smoothly with no jumping or jerking
8) <input type="checkbox"/> Dash Control Panel – all lights and gauges are operational
9) <input type="checkbox"/> Steering – moves smoothly
10) <input type="checkbox"/> Lift Mechanism – operates smoothly <i>(Check by raising forks to maximum height then lowering forks completely.)</i>
11) <input type="checkbox"/> Tilt Mechanism – moves smoothly <i>(Check by tilting mast all the way forward and backward.)</i>
12) <input type="checkbox"/> Cylinders and Hoses – not leaking after above checks

***REPORT ANY PROBLEMS IDENTIFIED IN DAILY CHECK TO THE SUPERVISOR IMMEDIATELY.**