

# 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.

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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
2. Has the operator an up to date authorization to operate, signed and renewable annually?	Yes	No	N/A	Comments

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## Daily Safety Inspection

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

## Operator Safety & Observation

6. Operator Safety & Observation: Mounts / dismounts correctly?	Yes	No	N/A	Comments
7. Operator Safety & Observation: Uses the seat belt correctly?	Yes	No	N/A	Comments

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8. Keeps body parts within the confines of the vehicle?	Yes	No	N/A	Comments
9. Looks in the direction of travel?	Yes	No	N/A	Comments
10. Use the horn appropriately?	Yes	No	N/A	Comments
11. Follows the correct procedures for an "unattended" vehicle?	Yes	No	N/A	Comments
12. Was good all round safety observation?	Yes	No	N/A	Comments

## Steering & Operating Controls

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

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## Competency In Load Capacity

21. Matches load with the truck's capacity?	Yes	No	N/A	Comments
22. Checks the load for stability?	Yes	No	N/A	Comments

## Maneuvering & Transportation

23. Forks to low when traveling?	Yes	No	N/A	Comments
24. Operates in reverse, looking in the direction of travel to the correct ratio?	Yes	No	N/A	Comments
25. Operates at a speed consistent with the type of load and working conditions?	Yes	No	N/A	Comments

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26. Performs safe maneuvering with the lift truck and load?	Yes	No	N/A	Comments
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## Stacking & de-stacking

27. Applies the park brake when operating the hydraulics?	Yes	No	N/A	Comments
28. Applies neutral when operating the hydraulics?	Yes	No	N/A	Comments
29. Forks arm central under the load?	Yes	No	N/A	Comments
30. Fork arms not rubbing (entry / withdrawal)?	Yes	No	N/A	Comments
31. Fork tips touch the stack / load?	Yes	No	N/A	Comments

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32. Forks / load not level?	Yes	No	N/A	Comments
33. Stacked load correctly?	Yes	No	N/A	Comments
34. Fork arms not fully inserted (undercut)?	Yes	No	N/A	Comments

## Parking

35. Correctly applies the park brake?	Yes	No	N/A	Comments
36. Sets the direction lever to the neutral position?	Yes	No	N/A	Comments
37. Correctly applies forward tilt?	Yes	No	N/A	Comments

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38. Correctly lowers the fork arms?	Yes	No	N/A	Comments
39. Maneuvers wheels are in the straight position?	Yes	No	N/A	Comments
40. Switches off and removes the key?	Yes	No	N/A	Comments

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