

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:

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
2. 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
3. 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

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4. Nameplates and markings are in place and maintained in a legible condition.	Yes	No	N/A	Comments
5. Forklifts that are used in hazardous locations are appropriately marked/approved for such use.	Yes	No	N/A	Comments
6. Battery charging is conducted only in designated areas.	Yes	No	N/A	Comments
7. 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
8. Conveyors, overhead hoists or equivalent materials handling equipment are provided for handling batteries.	Yes	No	N/A	Comments
9. Reinstalled batteries are properly positioned and secured.	Yes	No	N/A	Comments
10. Carboy tilters or siphons are used for handling electrolytes.	Yes	No	N/A	Comments

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11. Forklifts are properly positioned and brakes applied before workers start to change or charge batteries.	Yes	No	N/A	Comments
12. Vent caps are properly functioning.	Yes	No	N/A	Comments
13. 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
14. Tools and other metallic objects are kept away from the top of uncovered batteries.	Yes	No	N/A	Comments
15. Concentrations of noxious gases and fumes are kept below acceptable levels.	Yes	No	N/A	Comments
16. 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
17. 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

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18. 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
19. 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
20. Evaluations of each operator's performance are conducted at least once every three years.	Yes	No	N/A	Comments
21. 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
22. 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
23. There is sufficient headroom for the forklift and operator under overhead installations, lights, pipes, sprinkler systems, etc.	Yes	No	N/A	Comments
24. Overhead guards are provided in good condition to protect forklift operators from falling objects.	Yes	No	N/A	Comments

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25. Operators observe all traffic regulations, including authorized plant speed limits.	Yes	No	N/A	Comments
26. Drivers are required to look in the direction of and keep a clear view of the path of travel.	Yes	No	N/A	Comments
27. Operators run their trucks at a speed that will permit the vehicle to stop in a safe manner.	Yes	No	N/A	Comments
28. Dock boards (bridge plates) are properly secured when loading or unloading from dock to truck.	Yes	No	N/A	Comments
29. Stunt driving and horseplay are prohibited.	Yes	No	N/A	Comments
30. All loads are stable, safely arranged and fit within the rated capacity of the truck.	Yes	No	N/A	Comments
31. Operators fill fuel tanks only when the engine is not running.	Yes	No	N/A	Comments

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32. Replacement parts of trucks are equivalent in terms of safety with those used in the original design.	Yes	No	N/A	Comments
33. Trucks are examined for safety before being placed into service and unsafe or defective trucks are removed from service.	Yes	No	N/A	Comments

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