

# Forklift Checklist

By Taylor Peterson

- Daily Inspection
  - Check mast and carriage for any damage or foreign items.
  - Check chains and fixing bolts for damaged links, obvious stretching and appropriate lubrication.
  - Check forks for any sign of cracks, especially at the heels, or any other sign of damage or excess wear
  - Check the tyres and wheels.
  - Check the tynes are properly attached.
  - Check any attachments.
  - Check the safety devices such as seat belts, warning devices, flashing lights and beepers.
  - Check the battery and connector. •
  - Check the guards. •
  - Check the fluid levels. •
  - Check the braking and hydraulic systems.
- Operation
  - The areas where forklifts operate are well-ventilated.
  - The areas where forklifts operate are well-lit.
  - The surfaces where forklifts operate are level and non-slip.
  - Forklifts are fitted with load-cell-weighing devices. •
  - Forklifts are fitted with tilt restrictors.
  - Forklifts are fitted with operator restraint interlocks.
  - Operators verify that the forklift truck has the capacity to pick up the load.
  - Batteries are charged in a well-ventilated area.
  - Eye-washing facilities are available and located near where battery charging is done.
- Precautions
  - Inspect the forklift before use.
  - Inspect the load before attempting to move it.
  - Wear protective gear.
  - Use a spotter.

- Keep the load low enough that it will not block your vision.
- Do not allow any person to ride on any part of the forklift.
- Be sure to lower the forks, when the forklift not in use.