

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.