



Forklifts

safety checklist

Check	yes	no	n/a
Maintenance			
Are there records for commissioning and all alterations, inspections and maintenance, particularly for brakes, steering, hydraulics and tyres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are forklifts in good working order, with fittings as required by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pre-operational checks conducted of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Roll Over Protective Structures (ROPs) or Falling Objects Protection Structures(FOPs), where applicable; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> seat; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> seat belt; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> lights; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> steering; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> controls; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> horn; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> gas cylinder; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> warning signs (decals); 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> brakes; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> mast; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> reverse alarms; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> chains; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> tyres; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> hoses; and 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> counterweight 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High risk work licences			
Are operators 18 years or older?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do operators hold a current high risk work licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General safety			
Are the capacity charts legible, applicable to the particular forklift, amended for attachments and display the load limits for the particular forklift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the operators' manuals legible, accessible, apply to specific forklifts and have details as per manufacturers' specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is work organised for the safety of the operator and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are checks made of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> work surface; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> ramps; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> loading docks; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> signs; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> hazardous areas; 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> control of traffic; and 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> control of pedestrians 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unless otherwise instructed, is it ensured that keys are not left in unattended forklift to prevent unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controls labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information

WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Guidance notes

- Working safely with forklifts
- Safe movement of vehicles

Guide

- Forklift safety

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