 Insert company logo here

**Sample forklift pre-operational checklist** Add Organisation name

Ref:       Version:

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| **Forklift identification**: | |
| **Conducted by**: | **Date**: |

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| **forklifts – pre-operational safety checklist** | | | |
| **check** | **yes** | **no** | **n/a** |
| Pre-operational checks are conducted of: |  |  |  |
| Roll – over protection is secure |  |  |  |
| Falling object protection/load back rest is secure |  |  |  |
| Seat is in good condition and secure |  |  |  |
| Seat belt or restraint is accessible and not damaged, oily or dirty |  |  |  |
| Lights – if used at night work and are aimed correctly (head, tail and warning) |  |  |  |
| Steering is smooth and responsive, free of excessive play |  |  |  |
| Control levers are labelled, not loose or binding and freely return to neutral |  |  |  |
| Horn works |  |  |  |
| Reversing alarm (if equipped) works |  |  |  |
| LPG gas cylinder and connections in good conditions |  |  |  |
| LPG compliance plate |  |  |  |
| Warning signs (decals) |  |  |  |
| Brakes work and function smoothly without grabbing. No fluid leaks |  |  |  |
| Parking brake will hold the forklift on an incline |  |  |  |
| Mast is not bent, worn or cracked |  |  |  |
| Chains are in good condition |  |  |  |
| Tynes are not bent, worn or cracked |  |  |  |
| Tynes are easily adjustable |  |  |  |
| Hoses are in good condition |  |  |  |
| Counterweight is secure |  |  |  |
| Tyres are inflated and free of excessive wear or damage. Nuts are tight |  |  |  |
| Attachments (if equipped) operate okay and are not damaged |  |  |  |
| Forklift body is free of excessive lint, grease or oil |  |  |  |
| Materials/ loose objects not stored on forklift |  |  |  |
| Engine oil is full and free of leaks (petrol forklifts) |  |  |  |
| Hydraulic oil is full and free of leaks |  |  |  |
| Radiator is full and free of leaks |  |  |  |
| Fuel LEVEL is okay and free of leaks |  |  |  |
| Battery connections are tight |  |  |  |
| Covers over battery and other hazardous parts are in place and secure |  |  |  |
| Turn signal (if equipped) operates smoothly |  |  |  |
| Engine runs smooth and quiet without leaks or sparks from the exhaust |  |  |  |
| Gauges and instruments are working |  |  |  |
| Tilt operates smoothly without excessive drift or ‘chatter’ |  |  |  |
| Lift and lower operates smoothly |  |  |  |

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| **forklifts – systems safety checklist cont…** | | | |
| **check** | **yes** | **no** | **n/a** |
| Work is organised for the safety of the operator and others |  |  |  |
| Systems are in place at the workplace to ensure ongoing maintenance and daily checks of the forklifts. Maintenance record is complete |  |  |  |
| Records are kept of alterations, regular inspections and maintenance, particularly brakes, steering, hydraulics, tyres. |  |  |  |
| Operators are 18 years or older |  |  |  |
| Operators are trained in accordance with national standards for high risk work |  |  |  |
| Forklift is in good working order, with fittings as required by law |  |  |  |
| Capacity chart is legible, applies to forklift, is amended for attachments and has detail as per manufacturer’s specifications |  |  |  |
| Operator’s manual is legible, accessible, applies to forklift and has detail as per manufacturer’s specifications |  |  |  |
| Unless otherwise instructed, keys are not left in unattended forklift to prevent unauthorised use |  |  |  |
| Checks are made of prior to operation: |  |  |  |
| * Work surface |  |  |  |
| * Loading docks |  |  |  |
| * Ramps |  |  |  |
| * Signs |  |  |  |
| * Hazardous areas |  |  |  |

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| **traffic management safety checklist** | | | |
| **check** | **yes** | **no** | **n/a** |
| Forklift traffic management hazards are identified |  |  |  |
| Systems are in place to assess identified forklift traffic management risks |  |  |  |
| Systems are in place to assess identified pedestrian traffic management risks |  |  |  |
| Systems are in place to prioritise, select and implement control measures for identified forklift traffic management risks |  |  |  |
| The hierarchy of controls is applied when selecting and implementing control measures for forklift traffic management risks |  |  |  |
| The workplace monitors and reviews the effectiveness of the implemented control measures for forklift traffic management risks |  |  |  |
| Workers are consulted about forklift traffic management related hazards and risks |  |  |  |
| Training and instruction is provided to workers on forklift traffic management |  |  |  |
| Supervision in place to ensure workers follow/comply with forklift traffic management procedures |  |  |  |

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| **load/load handling safety checklist** | | | |
| **check** | **yes** | **no** | **n/a** |
| The workplace has developed and implemented load and load handling/shifting procedures |  |  |  |
| The hierarchy of controls is applied when developing and implementing control measures for methods of securing forklift load/ load handling/shifting risks |  |  |  |
| The workplace monitors and reviews the effectiveness of the implemented control measures for forklift load/ load handling/shifting risks |  |  |  |
| Workers are consulted about forklift load/ load handling/shifting hazards and risks |  |  |  |
| Instruction is provided to workers on forklift load/load handling/shifting |  |  |  |
| Supervision is in place to ensure workers follow/comply with forklift traffic management procedures? |  |  |  |

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