

Self-Inspection

Industrial Truck – Forklift Checklist

Date Inspected _____ Date Completed _____

Checklist	Needs to be Addressed	Yes	N/A
Are only employees who have been trained in the proper use of hoists allowed to operate them?			
Are only trained personnel allowed to operate industrial trucks?			
Is substantial overhead protective equipment provided on high lift rider equipment?			
Are the required lift truck operating rules posted and enforced?			
Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot-candles per square foot of general lighting?			
Does each industrial truck have a warning horn, whistle, gong, or other device which can be clearly heard above the normal noise in the areas where operated?			
Are the brakes on each industrial truck capable of bringing the vehicles to a complete and safe stop when fully loaded?			
Will the industrial trucks' parking brake effectively prevent the vehicle from moving when unattended?			
Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?			
Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?			
Are industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?			
Are powered industrial trucks being safely operated?			
Do the forklifts that are being used meet the design and construction requirements set by the American National Standard for Powered Industrial Trucks Part II ANSI B56.1-			

1969?			
Have any modifications or additions made to the forklifts that affect the capacity and safe operation of the vehicle? If so, have you obtained written approval from the truck manufacturer?			
Have the tags, decals, and instruction plates been changed to specify any modifications or additions to the capacity, operation, or maintenance of the forklift?			
Are the nameplates and markings in place legible?			
Are any forklifts which are used in hazardous locations appropriately marked and approved for such use?			
Is battery charging done in designated areas?			
Have appropriate facilities been provided for flushing and neutralizing spilled electrolytes?			
Has appropriate fire extinguishing equipment been provided?			
Are the facilities for the charging apparatus protected from damage by trucks?			
Is adequate ventilation provided to disperse fumes from gassing batteries?			
Are conveyors, overhead hoists, or equivalent material handling equipment provided for handling batteries?			
Are reinstalled batteries properly positioned and secured?			
Are carboy tilters or siphons used for handling electrolytes?			
Are forklifts properly positioned and brakes applied before workers start to change or charge batteries?			
Are vent caps properly functioning?			
Are precautions taken to prevent smoking, open flames, sparks, or electric arcs in the battery charging areas?			
Are precautions taken to prevent smoking, open flames, sparks, or electric arcs during storage and changing of propane fuel tanks?			
Are tools and other metallic objects kept away from the top of uncovered batteries?			
Are concentrations of noxious gases and fumes kept below acceptable levels?			

Have forklift operators demonstrated their competency to safely operate their forklifts through successful completion of forklift training ?			
Is refresher training and an evaluation conducted whenever an operator has been observed operating the vehicle in an unsafe manner or has been involved in an accident or near-accident with the equipment?			
Is refresher training and an evaluation conducted whenever an operator is assigned to drive a different type of truck or when a condition in the workplace changes in a manner that could affect safe operation of the forklift?			
Are evaluations of each operator's performance conducted at least once every three years?			
Are the replacement parts in forklifts equivalent with the original safety design?			
Are trucks examined for safety before being placed into service and are unsafe or defective trucks removed from service?			

This Forklift-Industrial Truck Safety Checklist is NOT all-inclusive. You should add to them or skip parts that are not applicable to a safety audit of your company. Carefully consider each item, and refer to OSHA standards for complete and specific work safety procedures that may apply to your work environment. This forklift safety checklist is typical for general industry, not construction or maritime. Please contact NATIONAL SAFETY COMPLIANCE for any training or safety supplies you may need.

