



SAFETY CLIPS

Forklift Inspection

Items to inspect: (✓ = okay x = correction needed)

- Tires
- Lift Cylinder
- Lights
- Brakes
- Mast Frame
- Radiator
- Battery Fluid
- Capacity Plate (legible)
- Five year certification still valid for operators
- Review safety and maintenance inspection files for each forklift
- Tilt Cylinder
- Horn
- Steering
- Fluid Leaks
- Hydraulic Controls
- Engine Oil
- Transmission Fluid
- Training records of operators

Unsafe activity to watch for:

- Not performing inspection of forklift
- Elevating personnel on forks
- Not attentive to pedestrians
- Allowing riders
- Starting or Stopping too quickly
- Not capturing the load properly
- Not sounding horn at blind intersections
- Not aware of load capacity of forklift
- Operating forklift at unsafe speed
- Operating controls while dismounted
- Tripping on forks
- Turning too sharply
- Leaving engine running on an unattended forklift
- Driving with loaded forks in high position

Other safety issues noted:

Corrective Actions Taken:

Inspector: _____ **Date:** _____





Forklift Safety Training

- Only certified operators driving forklifts (5-year certification)
- Operate controls smoothly
- Operate vehicle smoothly and at safe speeds for the environment
- Operate controls only from the driver's seat
- Always lower the forks, set parking brake and put controls in neutral when dismounting
- Know your vehicle's capacity for loads
- Drive in reverse if the load obstructs your view
- Watch out for pedestrians at all times
- Never transport or lift an unstable load
- Always transport a load with forks low
- Use a spotter or helper in difficult lifts or stacks
- Inspect forklift at the start of each shift
- Avoid areas around an excavation/trench or drop off

Post Training Questions:

- What is the lift capacity of your forklift?
- What should you do before dismounting your forklift?
- Why can't you give a person a ride on a forklift?
- What is the proper way of elevating a person on the forks?
- What is the expiration date of an operator's certificate?
- Why is it a good idea to walk the route before driving the route with a load?

Safety Recommendations by Employees:

Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Instructor name: _____ Date: _____

Note: This material represents additional resource information for periodic site inspections and employee safety training. It is not intended to meet all mandated compliance issues.

The information contained herein is not intended to supersede any information provided by your insurance carrier nor is it intended to be legal advice.

