

Forklift Safety Checklist



Forklifts are a major cause of workplace injuries.

The main causes of injuries include:

- pedestrians being struck or crushed by the forklift
- forklift operators being crushed by the forklift due to the forklift tipping over
- forklift operators and others being crushed by the load being dropped or falling off the forks, due to improper loading
- people falling from a height when standing on pallets or containers on the raised forks

Employers can use this checklist in consultation with workers' health and safety representatives, forklift operators and any other relevant employees.

Date:	Workplace name & location:
Specific forklift checked (make, model, rego or plant no if applicable)	
Workplace design:	Y / N
Is the forklift operating area separated from pedestrians?	
Is pedestrian access to forklift work areas restricted by barriers?	
Are pedestrian walkways and zebra crossings (where relevant) provided?	
Are forklift operating signs and/or mirrors provided at all blind spots?	
Are changes to workplace design/layout communicated to ALL affected employees?	
SELECTION OF FORKLIFTS	
Is the forklift suitable for use on all operating surfaces at this workplace? (e.g. rough terrain or pneumatic tyred forklifts for outdoor/yard use)	
Is a seatbelt fitted to the forklift?	
Is the forklift an appropriate size/design for the tasks ?	
Does the forklift have a readable load chart?	
Do the operators understand the load chart?	
Does the load chart indicate the safe capacity for different attachments, (e.g. Jibs or grab/rotate attachments)	
Is the forklift fitted with correctly operating warning devices? (horn, flashing light, proximity indicator, reversing beeper)	
Does the forklift have a correctly operating speed control device fitted?	
Is FOPS (Falling Object Protective Structure) fitted on the forklift?	
OPERATOR SKILLS	
Do forklift operators hold an appropriate certificate of competency?	
Are uncertificated forklift operators directly supervised in sight of an authorised person?	
Do forklift operators observe speed limits and warning signs and ALWAYS wear seat belts when operating forklifts?	
Have forklift operators received appropriate training and instruction on models of forklifts (if more than one type at the workplace), workplace hazards and safe work procedures?	
Do forklift operators understand the requirement to report:	
Equipment damage?	
Forklift incidents?	
Do forklift operators understand the workplace layout? (are there forklift exclusion areas)	
Do forklift operators follow the travel paths correctly?	

CONDITION OF THE FORKLIFT:	
Is there a written pre-operational checklist for each type of forklift that is used?	
Is it currently in use?	
Is an unsafe forklift immediately removed from service until repaired/rectified?	
Are maintenance and fault records kept?	
SYSTEMS OF WORK: (HOW THE WORK IS DONE?)	
Is there a speed limit for powered plant on site?	
Is there a proper traffic management plan in place to avoid collision of forklifts with people and other mobile plant by separating them in time or space?	
Are safety procedures, covering all aspects of forklift operation, inspection, maintenance and cleaning, in place and communicated to the relevant people?	
Is supervision and monitoring provided to ensure all safety procedures are being followed and forklift operators are fit for the job?	
Do work schedules eliminate the need for excessive forklift speed?	
Can forklifts be operated only by authorised people? (only authorised people have access to the keys to forklifts)	
Are loads always checked for stability, ensuring they are not dislodged from the forklift during loading, unloading and travelling?	
Are load weights checked to ensure the forklift isn't overloaded?	
Are loads always lowered before travelling of the forklift?	
Do forklift operators always keep a safe distance from the edges of docks, ramps, gutters, drains, floor openings, or any other opening which the forklift may accidentally topple into?	
Are any dock or ramp edges clearly marked and safeguarded?	
Where necessary to lift people using a forklift, is this only in a specifically designed work platform? (man cage)	
Is there a procedure for the safe refuelling/recharging of the forklift?	
Is this procedure followed?	

If you have answered NO to any of these questions, control measures to address the issues identified need to be developed and implemented.

This document is intended as a guide. It does not attempt to address all workplace hazards, and its use does not replace the duty of the employer to identify and eliminate or control all risks in the workplace.

The information obtained in this document was supplied by WorkSafe Victoria.

For more helpful information go direct to the WorkSafe website www.worksafe.vic.gov.au