



SAFETY CLIPS

SC-8

Forklift Inspection

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

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

Unsafe activity to watch for:

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

Other safety issues noted:

Corrective Actions Taken:

Inspector: _____ Date: _____

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



A CONSTRUCTION ASSOCIATION SERVING SONOMA, LAKE & MENDOCINO COUNTIES



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.

