

Forklift safety checklist

June 2019

Forklifts are a major cause of workplace injuries. The main causes of injuries include:

- forklifts striking or crushing pedestrians
- forklifts tipping over and crushing operators
- improper loading causing loads to drop or fall off forklift forks and crushing operators or others
- people falling from height when standing on pallets or containers on the raised forks.

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

Workplace name & location

Date

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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 provided, if required?

Are forklift operating signs and/or mirrors provided at all blind spots?

Are physical obstructions to line of sight removed/relocated where possible?

Are lighting areas adequate for the operating areas?

Are changes to workplace design/layout communicated to ALL affected employees?

Selection of forklifts

Y/N

Are the forklifts suitable for all operating surfaces at this workplace? For example, asphalt, gravel, concrete, dirt and gradients?

Are forklift power sources suitable for the workplace? For example, electrical forklifts used in areas with poor ventilation?

Do the forklifts have seatbelts? Consider sequential interlocked seatbelts.

Are the forklifts an appropriate size/design for the tasks, including any attachments?

Do forklifts have readable load charts?

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Selection of forklifts cont.	Y/N
Do the operators understand the load charts?	
Do the load charts indicate the safe capacity for different attachments and their configurations?	
Are forklifts fitted with functioning warning devices such as a warning horn, flashing light, proximity indicator or reversing beeper to warn persons who may be at risk from forklift movement?	
Do the forklifts have a correctly operating speed control devices fitted, if required?	
Is a Falling Object Protective Structure (FOPS) fitted on all forklifts?	
Operator skills	Y/N
Do forklift operators hold an appropriate high-risk work licence?	
Are trainee 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 all models of forklifts at the workplace, workplace hazards and safe work procedures?	
Is there a requirement and process for forklift operators to report equipment damage and forklift incidents?	
Do forklift operators know how to report equipment damage and forklift incidents?	
Do forklift operators know the locations of forklift exclusion areas in the workplace?	
Do forklift operators follow the travel paths correctly?	
Condition of forklifts	Y/N
Is there a written pre-operational checklist for each type of forklift used?	
Is the pre-operational forklift checklist currently in use?	
Do forklift operators know how to complete the pre-operational checklist?	
Is an unsafe forklift immediately removed from service until repaired/rectified?	
Are fault records kept?	
Do forklift operators know the location of fault records?	
Systems of work	Y/N
Are there forklift speed limits on site?	
Do forklift operators know the speed limits?	
Is there a traffic management plan in place to help reduce the risk of forklifts colliding with people and other plant?	
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?	

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Systems of work cont.	Y/N
Do work schedules eliminate the need for excessive forklift speed?	
Can forklifts be operated <u>only</u> by authorised licensed people?	
Do only authorised people with a forklift high-risk work licence 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 forklifts are not overloaded?	
Are loads always lowered as much as practicable before forklifts travel?	
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 all docks, ramp edges, gutters, drains and floor openings safeguarded by barricading, markings, signs or other means?	
Where necessary to lift people using a forklift for a temporary application, is this lifting done only in a specifically designed work platform?	
Is there a procedure for the safe refuelling/recharging of forklifts?	
Do forklift operators understand and know to follow the safe refuelling/recharging procedure?	

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

Items for action

Implementation of controls must occur in consultation with HSRs and your employees. More information on forklift safety, including the Compliance code: Plant, is available on the WorkSafe website or by contacting the WorkSafe Advisory service on **1800 136 089**.