

Forklift Safety Checklist

Carry out the following safety check on all forklifts prior to use:

If you tick “Action required”, provide a detailed explanation at the end of this checklist. If a fault is identified which would make operation of the forklift dangerous, report this to your supervisor immediately and put in place a system to prevent use of the forklift (eg lock out/tag out) until it is fixed.

Person Conducting Business or Undertaking (PCBU):

Reviewers name:

Inspection date:

Forklift type Electric Forklift Diesel Forklift LPG forklift

Engine oil, coolant, transmission fluid and fuel: Check that the fluid levels are ok.

OK Action required

Forks and load handling attachments: Check that the forks are not cracked, bent, worn or mismatched. Ensure there is no hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shaft. Check there is no excessive oil or water on the forks.

OK Action required

Hydraulic system: Check there are no cracks or damage on the lift, tilt and attachment functions of the cylinders. Ensure fluid levels are ok.

OK Action required

Overhead guards: Check there are no broken welds, missing bolts or damaged areas.

OK Action required

Mast assembly: Check there are no broken welds, cracked or bent areas and worn or missing stops.

OK Action required

Lift chains and rollers: Check there is no wear, damage, kinks, signs of rust or any signs that lubrication is required eg squeaking.

OK Action required

Tires: Check there are no cuts, large pieces of rubber missing or that the tire has not separated from the rim. Check there are no missing lugs or bond separation that may cause slippage.

OK Action required

Gauges: Check that all gauges are working correctly.

OK Action required

Steering: Check there is no excessive free play. If there is power steering, check pump is working.

OK Action required

Brakes: Check brakes are working (if pedal goes to the floor, this indicates brakes are worn). Check parking brake works (there should be no movement when parked).

OK Action required

Lights: Check lights are working correctly.

OK Action required

Horn/Reversing alarm: Check that horn and reversing alarm sounds and works correctly.

OK Action required

Seat: Ensure that the seat is secure and installed correctly.

OK Action required

LPG tank, hose and odour: Check that the tank guard bracket is properly positioned and locked down. Check the hose is not damaged eg frayed, pinched, kinked or bound in anyway. Make sure connector is threaded on squarely and tightly. Ensure there is no LPG gas odour. If you detect LPG odour, turn off the tank valve and report to your supervisor.

N/A OK Action required

Safety Belt: Ensure safety belt is in good condition and running smoothly.

N/A OK Action required

Tow hook: Check that it engages, releases smoothly and that the safety catches work properly.

N/A OK Action required

Battery charging station: Ensure you use the appropriate PPE gear and are not wearing metallic jewellery when working in the designated charging station area. Check water and electrolyte levels of battery before charge and record levels in log book. Check water levels after charge and top up if required. Turn off the charger if battery becomes hot or electrolyte fluid comes out of battery, and restart charge at a lower rate. Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover/s shall be open to dissipate heat.

N/A OK Action required

Battery check: Check that the battery is secure, clean and free from corrosion, cell caps and terminal covers are in place and that no cables are missing. Check fluid levels are ok.

N/A OK Action required

Provide comment below on what needs to be addressed as a priority and what could be improved upon. Any hazards identified must be documented, brought to the attention of the supervisor and controlled as soon as possible. They should also be raised at the next Health and Safety Meeting.

Actions required - If you have ticked any "Action required" box please complete details here: