



Forklifts safety checklist			
check	yes	no	n/a
Maintenance record must indicate any maintenance, inspection, commissioning and alterations			
Records are kept of alterations, regular inspections and maintenance, particularly brakes, steering, hydraulics, tyres.			
Operator is 18 years or older			
Operator is trained in accordance with national standards for high risk work and has a current licence			
Forklift is in good working order, with fittings as required by law			
Pre-operational checks are conducted of:			
• Roll – over protection			
• Falling object protection			
• Seat			
• Seat belt			
• Lights			
• Steering			
• Controls			
• Horn			
• Gas cylinder			
• Warning signs (decals)			
• Brakes			
• Mast			
• Reverse alarms			
• Chains			
• Tynes			
• Hoses			
• Counterweight			
Capacity chart is legible, applies to forklift, is amended for attachments and displays the load limits for that forklift			
Operator's manual is legible, accessible, applies to forklift and has detail as per manufacturer's specifications			
Work is organised for the safety of the operator and others			
Checks are made of:			
• Work surface			
• Ramps			
• Loading docks			
• Signs			
• Hazardous areas			
• Control of traffic			
• Control of pedestrians			
Unless otherwise instructed, keys are not left in unattended forklift to prevent unauthorised use			

Other sources of information:

- The Occupational Safety and Health Regulations
- Guidance note: Working safely with forklifts
- Guidance note Safe movement of vehicles
- Guide: Forklift safety

WorkSafe website
www.worksafe.wa.gov.au