

 *Hanover Risk Solutions*

Forklift—Self-Inspection Checklist

Forklifts are used extensively in warehouses, factories, and other places to move materials. Forklifts are prone to accidents, often because workers are not adequately trained in the causes of such accidents. Before operating a forklift, the worker should perform an inspection of the equipment. Below is a suggested checklist to evaluate the operational safety of the equipment before use. Any problems identified in the inspection should be reported and corrected prior to using the forklift.

Instructions: When conducting a forklift inspection, answer the following questions and report any “No” answers to the supervisor:

	YES	NO	ACTION TO BE TAKEN
Does the equipment appear to be in good condition and clean?			
Is the floor around the forklift clear of objects that could cause an accident?			
Are overhead obstructions or nearby objects removed to prevent an accident?			
Is there a charged fire extinguisher on board and readily available?			
Are the engine oil level, fuel level, and radiator water level (for LPG, gas, and diesel forklifts) okay?			
Is the battery fully charged, secured in place, and the electrolyte levels in cells okay?			
Are the battery plug connections tight and clean?			
Has the forklift been checked for damaged, missing, or loose bolts, nuts, guards, chains, or hydraulic hose reels?			
Are the wheels and tires in good condition?			
Is the air pressure for pneumatic tires okay?			
Are the forks in good condition without any bends or cracking?			
Are the forks’ positioning latches in good working condition?			
Is the forklift free of any fluid leaks, damp spots, or drips under the equipment?			
Are all hoses secured, with no signs of crimping, wearing, or rubbing?			
Is the horn operational and loud enough to be heard in the working environment?			

continued ►

Forklift—Self-Inspection Checklist (continued)

	YES	NO	ACTION TO BE TAKEN
Do the head lights and warning lights work?			
Does the foot brake pedal hold and does it smoothly stop the forklift?			
Does the parking brake hold against a slight acceleration?			
Does the "Deadman" seat brake hold when the operator rises from the seat?			
Does the clutch and gearshift operate smoothly with no jumping or jerking?			
Are all lights and gauges operational?			
Does the steering operate smoothly?			
Does the lift mechanism operate smoothly (raise forks to maximum height then lower completely)?			
Does the tilt mechanism move smoothly?			
Are there any leaks or unusual sounds or noises?			

Notes:

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