

Forklift Safety Checklist for employers

Forklifts are a major cause of workplace injuries.

The main causes of injuries include:

- pedestrians being struck or crushed by a forklift or its load
- forklift operators being crushed by a forklift or its load due to the forklift tipping over or the load being accidently dropped
- people falling when standing on pallets or containers raised on the forks, and
- forklift operators being suffocated when working in a contaminated atmosphere

This checklist will help you, as the employer, to prevent these injuries. It will also help you comply with your legal duties under the *Occupational Health and Safety Act 1985* and *Occupational Health and Safety (Plant) Regulations 1995* for managing risks associated with the use of forklifts in your workplace.

To help you with an assessment of the risks of operating forklifts in your workplace, you should complete this checklist in consultation with your workers' health and safety representatives, your forklift operators and any other relevant employees.

Date of assessment:	
Workplace location:	
Forklift(s) covered by the assessment:	
Names of people involved in the assessment:	

If a question is satisfied only in part, answer No

W	orkplace design	Yes	No
1.	Is the workplace designed to separate pedestrians from forklift work areas?		
2.	Is pedestrian access to forklift work areas restricted by barriers?		
3.	Are zebra crossings and pedestrian walkways provided?		
4.	Are signs and mirrors provided in all blind spots?		
5.	Are the working environment issues addressed to ensure health and safety of people? (e.g. lighting, dust, noise, electrical hazards, forklift operating surface)		
Se	lection of forklifts		
6.	Does the procedure for purchasing, hiring or leasing of a forklift include checking of the safe design of the forklift? (Refer to questions 7 to 11 for the minimum items to be checked)	0	
7.	Where forklifts are required to operate in a hazardous environment (e.g. flammable or explosive atmosphere, confined spaces), is the right type of forklift selected for the job? (Refer to the manufacturer's recommendation)		
8.	Does the forklift have a load chart that is readable?		
9.	Does the load chart indicate that the forklift is capable of safely handling the different types of load?		
10.	Are warning devices (beeper, flashing light, proximity indicator), speed control device and speedo fitted on the forklift and are they operational?		
11.	Is FOPS (Falling Object Protective Structure) fitted?		
12.	Is there a seatbelt fitted?		
Op	perator skills		
13.	Do forklift operators have the appropriate certificate of competency?		
14.	Are uncertificated forklift operators using a forklift under the supervision and in sight of an authorised person?		
15.	Do forklift operators receive necessary training and refresher training on specific models of forklifts, workplace hazards and safe work procedures?		
Со	ndition of forklifts		
16.	Are daily pre-operation checks of safety items (e.g. brakes) performed?		
17.	Are faults reported immediately?		
18.	Is an unsafe forklift immediately removed from service until rectified?		

Systems of work (How the work is done)		
19. Is there a proper traffic management plan in place to avoid collision of forklifts with people and other mobile plant by separating them in time or distance?		
20. Are safety procedures, covering all aspects of forklift operation, inspection, maintenance and cleaning, developed and communicated to the relevant people?		
21. Are instruction, supervision and monitoring provided to ensure all safety procedures are being followed and forklift operators are fit for the job?		
22. Do work schedules eliminate the need for excessive forklift speed?		
23. Can forklifts be operated only by authorised people? (e.g. do only authorised people have access to the keys to forklifts?)	÷	
24. Are the correct forklift attachments selected and used for the particular loads?		
25. Are loads always checked to ensure they cannot be unintentionally dislodged during loading and unloading and travelling?		
26. Are loads always checked for not overloading the forklift?		
27. Are loads always lowered before travelling?		
28. Do forklifts operators observe speed limits and warning signs and wear seat belts?		
29. Do forklift operators always keep a safe distance from the edges of docks, ramps, gutters drains, floor openings, or any other opening which may cause forklifts to topple into?	S,	
30. Where not practicable to use a scaffold or specially designed personnel lifting equipment (e.g. elevating work platform), is the use of a forklift as personnel lifting equipment permitted only for tasks of short duration and when the person is accommodated in a specifically designed work platform?	0	0
Any other relevant questions unique to your workplace?		
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Developing and implementing control measures

If you have answered NO to any of these questions, you are required to develop and to implement control measures in consultation with your workers' health and safety representatives to address the issues identified.

Failing to identify hazards associated with the operation, inspection, maintenance and cleaning of forklifts in your workplace and failing to implement control measures to address any health and safety risk will put you in breach of the Occupational Health and Safety Act 1985 and Occupational Health and Safety (Plant) Regulations 1995.

When you have completed the checklist, record the issues identified, control measures for addressing the issues, the timetable for implementing the control measures and person/s responsible for ensuring the control measures are implemented.

Issues	Control measures	Implementation timetable	Responsible person/s

This document is a guide. It does not attempt to address all workplace hazards, and its use does not replace the duty of the employer to identify and eliminate or control risks in the workplace.

More information

More information on forklift safety can be found in Australian Standard AS 2359.2 "SAA Industrial Truck Code Part 2 – Operation" which is part of WorkCover's Code of Practice for Plant.

