



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 accidentally 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

Workplace design

Yes No

- | | | |
|--|--------------------------|--------------------------|
| 1. Is the workplace designed to separate pedestrians from forklift work areas? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is pedestrian access to forklift work areas restricted by barriers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are zebra crossings and pedestrian walkways provided? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are signs and mirrors provided in all blind spots? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are the working environment issues addressed to ensure health and safety of people?
(e.g. lighting, dust, noise, electrical hazards, forklift operating surface) | <input type="checkbox"/> | <input type="checkbox"/> |

Selection of forklifts

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| 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) | <input type="checkbox"/> | <input type="checkbox"/> |
| 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) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Does the forklift have a load chart that is readable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Does the load chart indicate that the forklift is capable of safely handling the different types of load? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are warning devices (beeper, flashing light, proximity indicator), speed control device and speedo fitted on the forklift and are they operational? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is FOPS (Falling Object Protective Structure) fitted? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Is there a seatbelt fitted? | <input type="checkbox"/> | <input type="checkbox"/> |

Operator skills

- | | | |
|--|--------------------------|--------------------------|
| 13. Do forklift operators have the appropriate certificate of competency? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are uncertificated forklift operators using a forklift under the supervision and in sight of an authorised person? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Do forklift operators receive necessary training and refresher training on specific models of forklifts, workplace hazards and safe work procedures? | <input type="checkbox"/> | <input type="checkbox"/> |

Condition of forklifts

- | | | |
|---|--------------------------|--------------------------|
| 16. Are daily pre-operation checks of safety items (e.g. brakes) performed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Are faults reported immediately? | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Is an unsafe forklift immediately removed from service until rectified? | <input type="checkbox"/> | <input type="checkbox"/> |

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.