

GUIDE TO

FORKLIFT SAFETY BASICS & OPERATOR'S DAILY CHECKLIST



PROVIDED BY

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“Employers who require employees to operate forklifts will benefit from our Forklift Safety Basics & Operator’s Daily Checklist!”

This guide will give some ground rules for understanding the requirements for operating a forklift safely. It includes a daily safety checklist for Electric and Gas or LPG Forklifts.

This guide will cover:

- The kinds of forklifts commonly available
- Where to find the forklift’s capacity
- An overview of the Forklift Operator training requirements
- Some basic operator driving rules
- And daily safety checklists to use at your facility

SECTION 1

Characteristic Classifications

DID YOU KNOW?

Powered industrial trucks are classified into **seven** types based on their characteristics.

WHAT ARE THEY?

Class	Type
Class 1	Electric Motor, Rider, Counter-Balanced Trucks (solid and pneumatic tires)
Class 2	Electric Motor Narrow Aisle Trucks (solid tires)
Class 3	Electric Motor Hand Trucks or Hand/Rider Trucks (solid tires)
Class 4	Internal Combustion Engine Trucks (solid tires)
Class 5	Internal Combustion Engine Trucks (pneumatic tires)
Class 6	Electric and Internal Combustion Engine Tractors (solid and pneumatic tires) There are no forklifts in this class
Class 7	Rough Terrain Forklift Trucks (pneumatic tires)

SECTION 2

Three Parts of Training

FORKLIFT OPERATORS MUST BE TRAINED!

Regulations require that the employer ensure that a forklift operator is competent to operate the forklift he or she is assigned to use. The employer must document operator training and an evaluation of the operator's performance while using the forklift.

TRAINING HAS THREE PARTS:

1. Formal instruction such as a lecture, discussion, interactive computer learning, videotape and or written material (can be taken anywhere)
2. Practical training that includes hands-on demonstrations by the trainer and exercises by the trainee (on the model of forklift the worker will use).
3. An evaluation of the effectiveness of the training by observing the operator's performance while doing actual work using the forklift. This evaluation must be repeated at least once every three years and it must be at workplace.

IMPORTANT REMINDER:

Refresher training must be given if the operator has been involved in an accident, near miss or unsafe operations. Also, if an operator is assigned to a new type of forklift or if workplace conditions change that could affect safety.

The employer must document that the training covered the required elements described above. The operator must have been evaluated in the current workplace within the last three years.

The employer must keep a record that shows that each forklift operator has been trained. The record includes the name of the operator, date of training, date of evaluation and the name of the person(s) giving the training and evaluation.

The forklift must be checked for defects daily - usually by the operator before beginning a shift. Regardless of how safely a forklift is operated, defects can cause serious accidents.

See the handy checklists included with this guide.

SECTION 3

Basic Driving Rules

BASIC DRIVING RULES:

The basic rule for operation a forklift is that you maintain control at all times. Other rules include:

- Operate a forklift only while in the seat or operator's station. Never start it or operate the controls while standing beside the forklift
- Never allow passengers unless the forklift was designed for a passenger
- Do not put any part of your body between the uprights of the mast or, when traveling, outside of the forklift frame
- Always look in the direction you are traveling and keep a clear view of the travel path. Travel in reverse if the load blocks your view
- Always observe posted speed limits at your workplace. A forklift should not be driven faster than a quick walking pace
- Keep a distance of at least three forklift lengths between you and any forklift traveling in front of you

BASIC DRIVING RULES CONTINUED...

- Do not pass a forklift traveling in the same direction if it is at a blind spot, intersection or other dangerous location
- Never drive a forklift up to anyone in front of a fixed object
- Never allow anyone to walk or stand under the elevated forks even if the forks are not carrying a load
- Check your overhead clearance, watching for beams, lights, sprinklers, and pipes so the forklift and its load can safely pass
- Never engage in stunt driving or horseplay

SECTION 4

Understand Capacity / Data Plate

UNDERSTAND HOW TO READ CAPACITY / DATA PLATE:

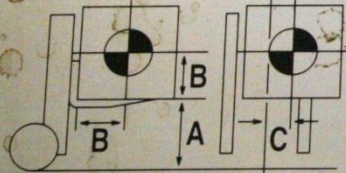
Forklifts have a data plate that tells users its load capacity—or what loads are safe to lift. Forklifts with a listed capacity of 30,000 pounds or less are rated for a load with a center of gravity 24” from the face of the forks. Forklifts with a listed capacity greater than 30,000 pounds are rated for loads with a 36” or 48” center of gravity.

TOYOTA FORKLIFT TRUCK

MODEL	7FGCU25		SERIAL NO.	97847 2-06	
MAST TYPE	FSU	BACK TILT	5	ATTACH	FORKS
FRONT TREAD	35 in	TIRE FR SIZE	21x7x15/SOLID		
	885 mm	TIRE RR SIZE	16x5x10-1/2/SOLID		
TRUCK WT.	8370 lb				
ACCURACY±5%	3800 kg				

RATED CAPACITY WITH VERTICAL MAST EQUIPPED AT MAX. LIFT HEIGHT "A" AS SHOWN

	A	B	C	CAPACITY	
in	189	24	0	5000	lb
mm	4800	600	0	2200	kg
in	189	30	0	4350	lb
mm	4800	760	0	1900	kg



THIS FORKLIFT TRUCK MEETS OR EXCEEDS DESIGN SPECIFICATIONS OF ASME/ANSI B56.1 IN EFFECT ON THE DATE OF MANUFACTURE.

WARNING

IMPROPER OPERATION OR MAINTENANCE COULD RESULT IN INJURY OR DEATH. TRAINED OPERATORS ONLY. READ OPERATOR'S MANUAL FIRST.

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SECTION 5

Operator's Daily Checklist: Gas or LPG Forklift

OPERATOR'S DAILY CHECKLIST: GAS OR LPG FORKLIFT

- Check each item before the shift starts
- Put a check in the box if the item is OK
- Explain any unchecked items at the bottom and report them to a supervisor
- Do not use an unsafe forklift! Your safety is at risk


PLEASE SEE NEXT PAGE FOR CHECKLIST

Forklift Serial Number

Operator:

Hour Meter Reading:

Date:

	Visual Check
	Tires are inflated and free of excessive wear or damage. Nuts are tight.
	Forks and mast are not bent, worn, or cracked.
	Load back rest extension is in place and not bent, cracked, or loose.
	Overhead guard is in place and not bent, cracked, or loose.
	Attachments (if equipped) operate OK and are not damaged.
	Forklift body is free of excessive lint, grease, or oil.
	Engine oil is full and free of leaks.
	Hydraulic oil is full and free of leaks.
	Radiator is full and free of leaks.
	Fuel level is OK and free of leaks.
	Battery connections are tight.
	Covers over battery and other hazardous parts are in place and secure.
	Load rating plate is present and readable.
	Warning decals and operators' manual are present and readable.
	Seat belt or restraint is accessible and not damaged, oily, or dirty.
	Engine runs smooth and quiet without leaks or sparks from the exhaust.
	Horn works.
	Turn signal (if equipped) operates smoothly.
	Lights (head, tail, and warning) work and are aimed correctly.
	Gauges and instruments are working.
	Lift and lower operates smoothly without excess drift.
	Tilt operates smoothly without excessive drift or "chatter".
	Control levers are labeled, not loose or binding and freely return to neutral.
	Steering is smooth and responsive, free of excessive play.
	Brakes work and function smoothly without grabbing. No fluid leaks.
	Parking brake will hold the forklift on an incline.

SECTION 6

Operator's Daily Checklist: Electric Forklift

OPERATOR'S DAILY CHECKLIST: ELECTRIC FORKLIFT

- Check each item before the shift starts
- Put a check in the box if the item is OK
- Explain any unchecked items at the bottom and report them to a supervisor
- Do not use an unsafe forklift! Your safety is at risk


PLEASE SEE NEXT PAGE FOR CHECKLIST

Forklift Serial Number

Operator:

Hour Meter Reading:

Date:

	Visual Check
	Tires are inflated and free of excessive wear or dam age. Nuts are tight.
	Forks and mast are not bent, worn, or cracked.
	Load back rest extension is in place and not bent, cracked, or loose.
	Overhead guard is in place and not bent, cracked, or loose.
	Attachments (if equipped) operate OK and are not damaged.
	Forklift body is free of excessive lint, grease, or oil.
	Hydraulic oil is full and free of leaks.
	Battery connections are tight.
	Covers over battery and other hazardous parts are in place and secure.
	Load rating plate is present and readable.
	Warning decals and operators' manual are present and readable.
	Seat belt or restraint is accessible and not damaged, oily, or dirty.
	Motor runs smooth without sudden acceleration.
	Horn works.
	Turn signal (if equipped) operates smoothly.
	Lights (head, tail, and warning) work and are aimed correctly.
	Gauges and instruments are working.
	Lift and lower operates smoothly without excess drift.
	Tilt operates smoothly without excessive drift or "chatter".
	Control levers are labeled, not loose or binding and freely return to neutral.
	Battery charge level is OK while holding full forward tilt.
	Steering is smooth and responsive, free of excessive play.
	Brakes work and function smoothly without grabbing. No fluid leaks.
	Parking brake will hold the forklift on an incline.
	Backup alarm (if equipped) works.

WONDERING WHERE TO GET MORE FREE TOOLS?

JUST FOLLOW THE LINK BELOW!



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