

MAKING YOUR **FORKLIFT** WORK FOR YOU

A TEN MINUTE CHECKLIST FOR MANAGERS & SUPERVISORS



WHAT IS THE CHECKLIST?

The purpose of this ten-minute checklist is to:

- assist you in maximising efficient and safe operation of forklifts in your business
- assist you in preventing injuries
- alert you to inefficient practices related to all powered trucks.

The checklist covers the four major areas of activities of forklift operations in your business.

These areas are:

- The forklift (pre-operation and operation) (Section 1)
- Work environment (Section 2)
- Work processes (Section 3)
- The operator (Section 4).

HOW SHOULD THE CHECKLIST BE USED?

The checklist is designed to be a trigger – to alert you to inefficient practices related to all powered trucks. It does not replace a thorough risk assessment of all your operations and does not include all the hazards related to the use of your forklifts.

It is recommended that you complete the checklist regularly, at least quarterly.

WHAT SHOULD I DO IF I FIND A PROBLEM WITH MY FORKLIFT OPERATIONS?

If a “no” answer is recorded, you have identified an area that may be causing inefficiencies or injuries/incidents in the workplace. Therefore you need to look more thoroughly at those issues by conducting a risk assessment and implementing appropriate control measures.

Sources of information that may assist you are provided on the back cover.

Answer each of the questions below, from Sections 1 to 4.

FORKLIFT PROCESS CHECKLIST

SECTION ONE - Forklift: Pre-Operation

	Yes	No
Do you have a written pre-operational checklist for each type of forklift that is used?	<input type="checkbox"/>	<input type="checkbox"/>

Is it currently in use?	<input type="checkbox"/>	<input type="checkbox"/>
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Are the following items included in the checklist?

	Yes	No
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Structural damage	<input type="checkbox"/>	<input type="checkbox"/>
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Tyres and wheels	<input type="checkbox"/>	<input type="checkbox"/>
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Forks/attachments	<input type="checkbox"/>	<input type="checkbox"/>
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Chains, cables and hoses	<input type="checkbox"/>	<input type="checkbox"/>
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Safety devices (eg. Seat belts, warning devices, flashing lights, beepers etc.)	<input type="checkbox"/>	<input type="checkbox"/>
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Leaks	<input type="checkbox"/>	<input type="checkbox"/>
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Hour meter	<input type="checkbox"/>	<input type="checkbox"/>
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Battery/LPG system	<input type="checkbox"/>	<input type="checkbox"/>
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Battery connector	<input type="checkbox"/>	<input type="checkbox"/>
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Guards	<input type="checkbox"/>	<input type="checkbox"/>
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Date

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SECTION ONE - Forklift: Operation

Do you check the following as a minimum?

	Yes	No
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Load rating plate	<input type="checkbox"/>	<input type="checkbox"/>
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Steering	<input type="checkbox"/>	<input type="checkbox"/>
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Hydraulic controls	<input type="checkbox"/>	<input type="checkbox"/>
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Parking brake	<input type="checkbox"/>	<input type="checkbox"/>
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Power disconnect	<input type="checkbox"/>	<input type="checkbox"/>
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Limit switches (eg. Mast, speed, tilt)	<input type="checkbox"/>	<input type="checkbox"/>
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Horn	<input type="checkbox"/>	<input type="checkbox"/>
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Travel controls	<input type="checkbox"/>	<input type="checkbox"/>
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Brakes	<input type="checkbox"/>	<input type="checkbox"/>
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Battery charge	<input type="checkbox"/>	<input type="checkbox"/>
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Attachments	<input type="checkbox"/>	<input type="checkbox"/>
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Ready availability of operator manual	<input type="checkbox"/>	<input type="checkbox"/>
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SECTION TWO - Work Environment

Does your workplace have the following?

	Yes	No
Efficient workplace layout/plan	<input type="checkbox"/>	<input type="checkbox"/>
Floors and surfaces in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Fixtures which are clearly visible	<input type="checkbox"/>	<input type="checkbox"/>
Travel and pedestrian paths identified and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>
Designated maintenance areas	<input type="checkbox"/>	<input type="checkbox"/>

SECTION THREE - Work Processes

Are your work processes?

	Yes	No
Developed in consultation with operators	<input type="checkbox"/>	<input type="checkbox"/>
Clearly communicated	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed for work hazards	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed/audited after implementation	<input type="checkbox"/>	<input type="checkbox"/>
Do you have systems in place for:		
Reporting of equipment damage	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of forklift incidents	<input type="checkbox"/>	<input type="checkbox"/>
Reporting of stock damage	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of your forklift	<input type="checkbox"/>	<input type="checkbox"/>
Refuelling/recharging	<input type="checkbox"/>	<input type="checkbox"/>
Managing the safety of bystanders, pedestrians and contractors	<input type="checkbox"/>	<input type="checkbox"/>
The safe introduction of different forklifts	<input type="checkbox"/>	<input type="checkbox"/>
Assessment of individual loads	<input type="checkbox"/>	<input type="checkbox"/>

SECTION FOUR - Operator

Does the operator?

	Yes	No
Understand refuelling/recharging procedures	<input type="checkbox"/>	<input type="checkbox"/>
Have the authority to operate the equipment	<input type="checkbox"/>	<input type="checkbox"/>
Have the necessary certification/ log book and training for the particular forklift	<input type="checkbox"/>	<input type="checkbox"/>
Understand the workplace rules and requirements	<input type="checkbox"/>	<input type="checkbox"/>
Understand the workplace layout	<input type="checkbox"/>	<input type="checkbox"/>
Follow the travel paths correctly	<input type="checkbox"/>	<input type="checkbox"/>
Control the forklift appropriately during its operation	<input type="checkbox"/>	<input type="checkbox"/>
Have the necessary experience with your type of forklift attachments	<input type="checkbox"/>	<input type="checkbox"/>
Use safety devices (eg. seat belts, horns) appropriately	<input type="checkbox"/>	<input type="checkbox"/>
Have knowledge of the operator manual	<input type="checkbox"/>	<input type="checkbox"/>
Operate the forklift at an appropriate speed	<input type="checkbox"/>	<input type="checkbox"/>
Understand the requirement to report:		
Equipment damage	<input type="checkbox"/>	<input type="checkbox"/>
Forklift incidents	<input type="checkbox"/>	<input type="checkbox"/>
Stock damage	<input type="checkbox"/>	<input type="checkbox"/>

ACTION PLAN

MORE INFORMATION

For answers to your questions about forklifts, please contact the following:

WORKCOVER NSW

WorkCover Assistance Service: 13 10 50
Publications Hotline: 1300 799 003
www.workcover.nsw.gov.au

For further information, check the WorkCover website under “Frequently Asked Questions” where a list of common questions and answers about forklifts is included.

RETAIL, WHOLESALE, TRANSPORT AND STORAGE (RWTS) TEAM

Email: rwts@workcover.nsw.gov.au

WHOLESALE INDUSTRY REFERENCE GROUP

Email: irg@workcover.nsw.gov.au

FORKLIFT MANUFACTURERS

Contact your forklift manufacturer or supplier, dealer or hiring organisation

Australian Industrial Truck Association
Ph: (02) 6262 8566
Fax: (02) 6262 8567

UNIONS

Check with relevant unions for more information.

STANDARDS AUSTRALIA

Ph: 1300 654 646

www.standards.com.au

Standards include information on powered industrial trucks, LPG systems, storage and handling, battery charging and maintenance of batteries.

VIDEOS

Working Safely with Forklifts – Refresher Training for Forklift Operators
(14 minutes)

To purchase, contact:
Western Australia Department of Consumer and Employment Protection – WorkSafe Division

Ph: (08) 9327 8775 or (08) 9327 8777

Fax: (08) 9321 8973

Email: safety@worksafe.wa.gov.au

Also contact your forklift manufacturer or supplier for other videos.

TRAINING

TAFE Hotline: 13 16 01

Commercial/private organisations – Check Yellow Pages (A-K Driver Schools – Plant Operator Training)

Traineeships – Warehousing and Storage NSW Transport and Distribution Industry Training Advisory Board offers training advice

Ph: (02) 9745 2092

www.tdtaustralia.com/nsw

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This publication may contain occupational health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website (www.legislation.nsw.gov.au) or by contacting the free hotline service on 02 9321 3333.

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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