



Safety Topic

June, 2002

Topic: Daily Forklift Safety Inspections

INTRODUCTION: Forklift inspection training is only a *part* of a forklift program. OSHA requires forklift safety inspections to be made prior to placing lift trucks into service each day. Operators must know what to look for and ensure that trucks are not placed into service until defects are repaired. For employees not expected to operate forklifts, review pedestrian rules for working in an area where forklifts are being operated.

GOAL: To insure that all lift truck drivers know how to properly perform a daily safety inspection.

MEETING PREPARATION: Review the attached checklist. Your local lift truck dealer may have suggestions for other inspection items or offer training guidelines, handouts and other material. Have a lift truck of each type used in your facility (electric, LP-powered, etc.) available for the inspection.

ITEMS TO CONSIDER:

- If you use more than one type lift truck, it is unlikely that all items on the daily inspection form will apply to each type. Drivers should write "n/a" next to any such item to indicate that each item was considered and an inspection was actually performed; they should not merely leave the line blank.
- Using the attached checklist, have each operator perform an inspection. It is important to document that each operator has been trained to perform inspections and maintain a record of daily inspections.
- Whether you use the attached daily checklist or create your own, you should contact your lift truck manufacturer or dealer to determine whether different or additional inspections are necessary.

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DAILY LIFT TRUCK SAFETY INSPECTION

(Adobe pdf file)