



# Forklifts

## safety checklist

Check	yes	no	n/a
<b>Maintenance</b>			
Are there records for commissioning and all alterations, inspections and maintenance, particularly for brakes, steering, hydraulics and tyres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are forklifts in good working order, with fittings as required by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are pre-operational checks conducted of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Roll Over Protective Structures (ROPs) or Falling Objects Protection Structures(FOPs), where applicable;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>seat;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>seat belt;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>lights;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>steering;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>controls;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>horn;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>gas cylinder;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>warning signs (decals);</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>brakes;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>mast;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>reverse alarms;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>chains;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>tyres;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>hoses; and</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>counterweight</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>High risk work licences</b>			
Are operators 18 years or older?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do operators hold a current high risk work licence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>General safety</b>			
Are the capacity charts legible, applicable to the particular forklift, amended for attachments and display the load limits for the particular forklift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the operators' manuals legible, accessible, apply to specific forklifts and have details as per manufacturers' specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is work organised for the safety of the operator and others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are checks made of:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>work surface;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>ramps;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>loading docks;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>signs;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>hazardous areas;</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>control of traffic; and</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>control of pedestrians</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unless otherwise instructed, is it ensured that keys are not left in unattended forklift to prevent unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controls labelled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other sources of information

WorkSafe [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au)

### Legislation

- The Occupational Safety and Health Regulations 1996

### Guidance notes

- Working safely with forklifts
- Safe movement of vehicles

### Guide

- Forklift safety

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