Forklift Guidelines : Checklist

For forklift operators, trainers and warehouse supervisors. Adapt every item to your site, equipment and written procedures.

Checklist

- ■ Hazard covered: struck-by contact with racking, columns and doors
- ■ Hazard covered: operating a truck that failed its pre-shift check
- ■ Hazard covered: pedestrians stepping into travel lanes at blind corners and rack ends
- ■ Decision practiced: complete the pre-shift inspection and decide whether the truck can be used
- ■ Decision practiced: park correctly: forks lowered, controls neutral, brake set
- ■ Decision practiced: stop, sound the horn and wait at an intersection with a pedestrian present
- ■ Decision practiced: judge whether a load is within capacity and properly centered
- ■ Hands-on part done: hands-on operation of the actual truck model used at the site
- ■ Hands-on part done: the practical evaluation by a qualified evaluator in the real workplace
- ■ Hands-on part done: site-specific traffic rules, floor markings and load types
- ■ Review question: were load and mast handled inside safe limits?
- ■ Review question: did the operator spot every inspection defect seeded in the scenario?
- ■ Review question: was the pedestrian detected before the truck entered the conflict zone?

Stays hands-on and in person

- • hands-on operation of the actual truck model used at the site
- • the practical evaluation by a qualified evaluator in the real workplace
- • site-specific traffic rules, floor markings and load types

Related regulation: 29 CFR 1910.178(l)(2)(ii). Training scope only; check applicability for your workplace.

This checklist supports, and does not replace, required training, supervision or evaluation. It does not certify anyone.