



Inspection - Forklift Operation Checklist

Vehicle Interaction_Operating Vehicles and Mobile Equipment - Forklifts - Operating Vehicles and Mobile Equipment - Forklifts

| Prompt | Establis | Improvem | N/A | Explanation | Comments |
|---|--------------------------|--------------------------|--------------------------|--|----------------------|
| Forklifts are only used in locations as defined by the site Traffic Management Plan? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Forklifts are only used in locations as defined by the site Traffic Management Plan. Areas where forklifts are allowed/ not allowed to operate are defined and clearly marked. | <input type="text"/> |
| Pedestrians are required to keep out of forklift operating areas? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Pedestrians are required to keep out of forklift operating areas. Pedestrians do not approach within 3m of an operating forklift when it is moving. If personnel are required to be within 3m of an operating forklift then physical barriers or protection systems are in place to prevent interactions. Personnel may only approach within 3m with no barrier if they are the designated spotter; are required to be within that distance to effectively spot the driver; and the driver is aware of their presence. | <input type="text"/> |
| Speed limits for forklifts posted and enforced? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Speed limits for forklifts posted and enforced. | <input type="text"/> |
| Special precautions are in place when loading a truck or trailer with personnel in the back of the vehicle? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special precautions are in place when loading a truck or trailer with personnel in the back of the vehicle. The following requirements must be in place: a) safety line marked in the back of the truck to show the limit of pallet position; b) loading/ unloading procedures require the forklift driver not to place the next pallet until eye contact has been made with the truck driver. | <input type="text"/> |
| Forklift drivers must wear properly fitted seat belt when seated in the forklift driver's seat? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Forklift drivers must wear properly fitted seat belt when seated in the forklift driver's seat. | <input type="text"/> |
| Forklift is authorised for use on site by the Site Manager based on compliance with the OTML specification? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Forklift is authorised for use on site by the Site Manager based on compliance with the OTML specification. | <input type="text"/> |
| Physical barriers or protection systems are provided to prevent pedestrian / forklift interactions where there is limited vision? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Physical barriers or protection systems are provided to prevent pedestrian / forklift interactions where there is limited vision e.g. blind corners for either the pedestrian or forklift operator. | <input type="text"/> |

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| Personnel required to operate forklifts are trained and assessed as competent to industry standards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Personnel required to operate forklifts are trained and assessed as competent to industry standards, are licensed as required by local legislation and are listed in site register. | <input type="text"/> |
| No personnel are permitted under suspended loads? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No personnel are permitted under suspended loads. Exclusion zones under and in the path of lifting operations are controlled to prevent access (e.g. by signage, barriers or spotters). | <input type="text"/> |
| Personnel that are required to operate forklifts are trained and aware of the hazards of the materials they are handling or transporting? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Personnel that are required to operate forklifts are trained and aware of the hazards of the materials they are handling or transporting. | <input type="text"/> |
| Supervisor to authorise forklift for use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Authorise forklift for use. | <input type="text"/> |
| Supervisor to verify that any person required to operate a forklift is trained and assessed competent in forklift operations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verify that any person required to operate a forklift is trained and assessed competent in forklift operations. | <input type="text"/> |
| Supervisor to maintain a register of competent or licensed forklift operators? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintain a register of competent or licensed forklift operators | <input type="text"/> |
| Supervisor to ensure all personnel using a forklift at the workplace hold relevant forklift licences? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensure all personnel using a forklift at the workplace hold relevant forklift licences. | <input type="text"/> |
| Supervisor to post speed limits for forklifts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Post speed limits for forklifts. Observe and monitor to ensure forklifts obey posted speed limits | <input type="text"/> |
| Supervisor to arrange for forklift to be regularly serviced and maintained as per the manufacturer's specifications? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Arrange for forklift to be regularly serviced and maintained as per the manufacturer's specifications. | <input type="text"/> |
| Supervisor to provide barriers or protection systems to prevent pedestrian / forklift interactions? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide barriers or protection systems to prevent pedestrian / forklift interactions. | <input type="text"/> |
| Supervisor to verify areas where forklift is allowed/ not allowed to operate are clearly marked in the workplace? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verify areas where forklift is allowed/ not allowed to operate are defined in Traffic Management Plan and clearly marked in the workplace. | <input type="text"/> |

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| Supervisor to ensure all personnel using a forklift to handle or transport dangerous goods are trained in the hazards of those materials? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ensure all personnel using a forklift to handle or transport dangerous goods are trained in the hazards of those materials and where required meet regulatory requirements. | <input type="text"/> |
| Operator/ Maintainer not to operate equipment if not trained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do not operate equipment if not trained. | <input type="text"/> |
| Operator/ Maintainer to conduct pre-lift load inspection? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Conduct pre-lift load inspection. Do not lift unstable or unsecure loads without stabilising or securing them. | <input type="text"/> |
| Operator/ Maintainer to operate forklift within technical capabilities and limitations of the vehicle for the load/ weight distribution? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Operate forklift within technical capabilities and limitations of the vehicle for the load/ weight distribution. | <input type="text"/> |
| Operator/ Maintainer to operate forklift within limits of load rating chart including for any attachments? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Operate forklift within limits of load rating chart including for any attachments. Check weight to be lifted against safe working limit of lifting device before lifting. | <input type="text"/> |
| Operator/ Maintainer to handle or transport only the dangerous goods you have been authorised to handle or transport? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handle or transport only the dangerous goods you have been authorised to handle or transport | <input type="text"/> |
| Operator/ Maintainer check around the load before lifting to ensure it does not affect anything or anyone around it? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Check around the load before lifting to ensure it does not affect anything or anyone around it. Identify where assistance by spotter required. | <input type="text"/> |
| Operator/ Maintainer to set the fork width to provide the greatest support for the load? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Set the fork width to provide the greatest support for the load, and position the load so it is balanced evenly on the forks and centred. Insert the forks fully beneath the load. | <input type="text"/> |
| Operator/ Maintainer to wear properly fitted seat belt when seated in driver's seat? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Wear properly fitted seat belt when seated in driver's seat | <input type="text"/> |
| Operator/ Maintainer to comply with forklift speed limits and stop signs? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Comply with forklift speed limits and stop signs. Reduce speed and sound horn before going through a doorway or crossing a main aisle and on approaching an intersection or corner (especially blind corners). | <input type="text"/> |
| Operator/ Maintainer to place forks just below axle level or at a safe height when moving? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Place forks just below axle level or at a safe height when moving. | <input type="text"/> |

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| Operator/ Maintainer to conduct pre-start safety checks before use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Conduct pre-start safety checks before use. If any damage or problems are noticed, isolate the forklift so it cannot be used. | <input type="text"/> |
| Operator/ Maintainer to stop work if personnel enter exclusion zone within 3m or under suspended load? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Stop work if personnel enter exclusion zone within 3m or under suspended load. | <input type="text"/> |