

Completed By:

Location:

Date Completed:

### Forklift Trucks

**Instructions:** This checklist is intended to help you identify potential hazards in your workplace. The questions are based on applicable Federal OSHA standards. Keep in mind that additional state and local regulations may apply, depending upon your location. Please check one answer for each question. If you select “no,” you should investigate further to determine what corrective action may be needed to address the hazard. You can review the specific OSHA Standards outlined below at [www.osha.gov/law-regs.html](http://www.osha.gov/law-regs.html). Choose “General Industry” or “Construction.”

	Questions	OSHA Regulation	Yes	No	N/A
	<b>General Requirements</b>				
1)	Are all name plates and markings maintained in a legible condition?	1910.178(a)(6)			
2)	Are facilities provided for flushing and neutralizing spilled electrolyte?	1910.178(g)(2)			
3)	Are fire aisles, access to stairways, and fire equipment kept clear?	1910.178(m)(14)			
4)	Are forklift trucks inspected daily or after each shift?	1910.178(q)(7)			
5)	Are forklifts shut off and brakes set prior to loading or unloading?	1910.178(m)(5)(i)			
6)	Are loads within the rated capacity of the forklift properly handled?	1910.178(o)(2)			
7)	Are only trained and authorized personnel permitted to operate powered industrial trucks?	1910.178(l)(1)(i)			
8)	Are overhead guards installed on all powered industrial trucks?	1910.178(m)(9)			

# Forklift Trucks

	Questions	OSHA Regulation	Yes	No	N/A
	<b>General Requirements</b>				
<b>9)</b>	Are powered industrial trucks in need of repair, defective, or in any way unsafe taken out of service until they are restored to a safe operating condition?	1910.178(p)(i)			
<b>10)</b>	Are repairs to fuel and ignition systems in areas designated?	1910.178(q)(3)			
<b>11)</b>	Are trucks properly positioned and brakes applied before attempting to change batteries?	1910.178(g)(8)			
<b>12)</b>	Are unauthorized personnel prohibited from riding on powered industrial trucks?	1910.178(m)(3)			
<b>13)</b>	Do all approved powered industrial trucks have a label identifying approval by the testing laboratory?	1910.178(a)(3)			
<b>14)</b>	Is a conveyor, overhead hoist, or material handling equipment provided for handling batteries?	1910.178(g)(4)			
<b>15)</b>	Is the parking brake set and wheel chocks placed under the rear wheels to prevent the vehicle from moving when unattended?	1910.178(k)(1)			
	<b>Traveling</b>				
<b>16)</b>	Is it required that drivers slow down and sound the horn at cross aisles and other locations where vision is obstructed?	1910.178(n)(4)			
<b>17)</b>	Is it required that motorized hand trucks enter elevators or other confined areas with load end forward?	1910.178(n)(13)			

# Forklift Trucks

	Questions	OSHA Regulation	Yes	No	N/A
	<b>Traveling</b>				
<b>18)</b>	Is it required to yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations?	1910.178(n)(2)			
<b>19)</b>	Is stunt driving and horseplay prohibited?	1910.178(n)(9)			
<b>20)</b>	When traveling, are all speed limits, right of way, and safe distances maintained?	1910.178(n)(1)			
	<b>Fueling</b>				
<b>21)</b>	Are fueling operations performed so that spillage will be minimal?	1910.178(p)(2)			
<b>22)</b>	Are open flames prohibited for checking electrolyte levels in the storage batteries or gasoline level in the fuel tanks?	1910.178(p)(5)			
<b>23)</b>	Are precautions taken to prevent open flames, sparks, or electric arcs in battery charging areas?	1910.178(g)(11)			
<b>24)</b>	Does the employer ensure that forklift trucks are not operated with a leak in the fuel system?	1910.178(p)(4)			
<b>25)</b>	If spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine?	1910.178(p)(3)			
<b>26)</b>	Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running?	1910.178(p)(2)			
<b>27)</b>	Is smoking prohibited in the vicinity of fueling operations?	1910.178(g)(10)			

# Forklift Trucks

	Questions	OSHA Regulation	Yes	No	N/A
	<b>Maintenance of Industrial Trucks</b>				
<b>28)</b>	Is it required that any vehicle that emits hazardous sparks or flames from the exhaust system be immediately removed from service and not returned to service until the cause for the emission of sparks and flames has been eliminated?	1910.178(q)(8)			
<b>29)</b>	Is it required that industrial trucks be examined before being placed in service?	1910.178(q)(7)			
<b>30)</b>	Is it required that industrial trucks not be altered without the manufacturer's approval?	1910.178(q)(6)			
<b>31)</b>	Is it required that repairs to the fuel and ignition systems of industrial trucks, which involve fire hazards, be conducted only in locations designated for repairs?	1910.178(q)(3)			
<b>32)</b>	Is it required that trucks in need of repairs to the electrical system have the battery disconnected before repairs are made?	1910.178(q)(4)			

**Safety Checklist Disclaimer:** This safety checklist (the "Material") is made available to the user or other receiver of the Material for general informational purposes only. The Material has been developed with consideration of various factors relevant to the subject area, including federal laws and regulations in effect at the time the Information was created and/or certain good management practices relevant to the subject area. Because every industry and/or workplace presents unique circumstances, the Material does not constitute and is not intended to provide specific advice, assurances, or guarantees concerning any user's compliance with particular regulatory requirements (e.g., OSHA) or other applicable safety and/or health requirements or good management practices. The Material does not constitute training and does not replace the need to properly train all employees nor is the Material a substitute for an assessment of any safety or health hazards present at your facility by a health or safety professional or expert. Users are advised to consult with a legal or other professional advisor concerning specific regulatory compliance requirements applicable to their workplaces and appropriate use of the Material. Users and receivers of the Material are subject in all respects to the terms and conditions set forth [www.grainger.com](http://www.grainger.com), including those provisions relating to limitation of liability. Users and receivers of the Material assume all responsibility and risk arising from any and all use of and/or reliance upon the Material, including any modifications made thereto. W.W. Grainger, Inc. makes no warranty, express or implied, that the Material is current, accurate, appropriate or complete for any particular facility or requirements applicable to a particular facility.