



**FRED SHEARER & SONS, INC.**

**ESTABLISHED 1916**

**CCB# 357**

### FORKLIFT SAFETY CHECKLIST

**JOB:** \_\_\_\_\_ **MONTH:** \_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **MODEL #:** \_\_\_\_\_ **EQUIPMENT ID:** \_\_\_\_\_

#### PRESTART INSPECTION

Before each day or at the beginning of each shift, the forklift shall be given a visual inspection and functional test including, but not limited to, the following:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Dated:							
1. Operating and emergency controls							
2. Safety devices, including seatbelt and horn							
3. Personal protective devices							
4. Air, hydraulic, and fuel system leaks							
5. Cables and wiring harnesses							
6. Loose or missing parts							
7. Tires and wheels							
8. Placards, warnings, control markings, and operating manuals.							
9. Outriggers, stabilizers, and other structures							
10. ROPS canopies							
11. Grab handles and steps							
12. Forks and fork attachment points – no welds or holes allowed, check for and replace bent forks, fork blade and shank shall be thoroughly checked for wear, special attention being paid to the vicinity of the heel. If the thickness is reduced to 90% of the original thickness, the fork shall not be returned to service. Forks are to be replaced in sets only. Forks shall be marked as to their capacity.							
13. Items specified by manufacturer							

**Next Service Due:** \_\_\_\_\_ **Hour Meter:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*All of the above items have been inspected and items that require correction are noted with time impact.\*\***

Competent Person: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Foreman: \_\_\_\_\_ Date: \_\_\_\_\_

P = Item Passed Inspection      C = Correction Required / Note Corrective Action

# FORKLIFT PRE-START INSPECTION

Before each day or at the beginning of each shift the forklift shall be given a visual inspection and functional test including, but not limited to the following:

To avoid injury, do not operate a machine until all malfunctions have been corrected; use of a malfunctioning machine is a safety violation. To avoid possible injury, be sure machine power is off during walk-around inspection. Note: Do not overlook visual inspection of chassis underside. Checking the area often results in discovery of conditions which could cause extensive machine damage.

1. Inspect seatbelt operation and adjustment. Make sure it works properly.
2. Inspect I.D. plate that identifies the make and model of the forklift: It must be legible.
3. Inspect control labels and markings; they must all be legible. If labels are missing, the machine should be downed.
4. Consult load chart(s). Read and understand the load chart and the various load charts that might be on the forklift.
5. Inspect and check gauges and make sure they are legible.
6. Inspect and check switches and labels for the switches, making sure they are legible.
7. Inspect steer mode switch and understand the different steer functions. What steer mode is the machine in now?
8. Inspect shifter found on the left side of steering wheel. Make sure the shifter is in neutral position.
9. Inspect any other controls, such as auxiliary controls and markings.
10. Inspect and check for the Operating Manual. Ensure the manual is for the make and model machine you will be operating. Read and consult the Operating Manual if you do not understand anything about the forklift.
11. Inspect accelerator pedal and brake pedals. Understand how these pedals work. If there are any questions about the function of a pedal, consult the Operating Manual.
12. Inspect the cab and ROPS canopy for any damage, cracks in welds, dents, etc.
13. Inspect any falling object projection, such as grates or plexiglass, and make sure they are in good condition.
14. Start your walk around inspection; inspect the front left tire and wheel assembly, lug nuts and welds, general tire condition and air pressure.
15. Inspect hydraulic hoses, connections and tubing; make sure there are no leaks.
16. Inspect stabilizers and hydraulic lines if so equipped for leaks. DO NOT PUT YOUR HANDS or ANY BODY PART AROUND ANY HYDRAULIC LINES. Hydraulic fluid under pressure can injure and kill you.
17. Inspect the forks and fork cage. Look for I.D. plate identifying the fork cage and its load limitations. Load limitations must be equal to or greater than the capacity of the forklift
18. Forks cannot be bent, welded on, cannot have holes in them and must be stamped with their load capacity limitations, such as "3,250x24." "3,250" is pounds of capacity and the "24" is the load center of 24 inches from the back of the forks. Both forks together must be equal to or greater than the forklift capacity.
19. Check the heel of the forks for wear. The heel thickness must be at least 90% of the vertical of the fork thickness.
20. Forks are to be replaced in pairs or sets ONLY.
21. Inspect fork bar where the forks attach and make sure it is not bent or damaged.
22. Inspect and check all hydraulic lines on the fork cage and boom assembly.
23. Inspect the right side stabilizer and hydraulic lines and hoses for leaks.
24. Inspect the front right tire and wheel assembly, lug nuts and welds, general tire condition and air pressure.
25. Inspect frame tilt hydraulic lines and hoses for leaks.
26. Inspect mirrors. They must be in good working order and on the machine it the machine was equipped with them originally.
27. Inspect boom pins and pivot points for damage or anything that does not look right.
28. Inspect and read all warning decals and make sure they are legible.
29. Inspect and check hydraulic tank and supply. DO NOT ADD HYDRAULIC OIL. Call for Service. Hydraulic tank caps should be bolted or locked shut.
30. Inspect and check fuel type and supply. Make sure you know what type of fuel the machine takes before refueling. Refuel at the end of the day to prevent water condensation to accumulate over night. Never run any equipment out of fuel.
31. Inspect engine and engine components including fan belts, loose or missing parts, loose or frayed wiring, leaks, etc.
32. Inspect the exhaust system. It must not have any holes and must be complete.
33. Inspect the right rear tire and wheel assembly, lug nuts and welds, general tire condition and air pressure.
34. Inspect hydraulic lines and hoses for leaks on the right side of the forklift.
35. Inspect steer cylinders and hydraulic lines for damage.
36. Inspect backup alarms and any lights and/or beacons. They must work if so equipped.
37. Inspect the left tire and wheel assembly, lug nuts and welds, general tire condition and air pressure.
38. Inspect boom and assembly and pins for damage.
39. Inspect air cleaner and clean dust collector.
40. Inspect and read all warning decals and make sure they are legible.
41. Check the engine oil level (may be found in engine compartment or in the cab area). Add oil as necessary.
42. Enter the cab of the forklift maintaining a three point contact facing the cab.
43. Once in the seat, adjust the seat and fasten the seatbelt and tighten around your lap.
44. Make sure selector is in neutral, parking brake is set and all other functions are in neutral position.
45. Place foot on brake pedal and depress pedal.
46. Warm glow plugs if diesel, and then start the machine by turning the key switch.
47. Once the engine is running, check the gauges and horn.
48. Start function test with stabilizers if so equipped.
49. Check boom functions in, out, up, down, and fork cage tilt.
50. Check frame tilt level machine according to level indicator in cab.
51. Check steering and steering mode switch.
52. Check brake function forward and reverse and make sure the machine stops. When in reverse, make sure backup alarm works.
53. Shift into neutral, set parking brake, lower boom and forks to the ground, and shut off the machine by turning the key switch to off.
54. After engine stops, work each boom control lever and release any trapped hydraulic pressure.
55. Exit the machine by disconnection your seatbelt and stepping off the machine in reverse fashion to how you got on the machine. Maintain a three point contact.

**Inspection is complete. Be sure to conduct a workplace inspection before operating the lift.**

**To avoid injury, do not operate a machine until all malfunctions have been corrected; use of a malfunctioning machine is a safety violation. "Red Tag" the machine as down and not to be operated until repaired.**