MAKING YOUR FORKLIFT WORK FOR YOU

A TEN MINUTE CHECKLIST FOR MANAGERS & SUPERVISORS

CHECKLIST

WorkCover NSW Health and Safety Checklist

WorkCover. Watching out for you.
WHAT IS THE CHECKLIST?
The purpose of this ten-minute checklist is to:
- assist you in maximising efficient and safe operation of forklifts in your business
- assist you in preventing injuries
- alert you to inefficient practices related to all powered trucks.
The checklist covers the four major areas of activities of forklift operations in your business.
These areas are:
- The forklift (pre-operation and operation) (Section 1)
- Work environment (Section 2)
- Work processes (Section 3)
- The operator (Section 4).

HOW SHOULD THE CHECKLIST BE USED?
The checklist is designed to be a trigger – to alert you to inefficient practices related to all powered trucks. It does not replace a thorough risk assessment of all your operations and does not include all the hazards related to the use of your forklifts.
It is recommended that you complete the checklist regularly, at least quarterly.

WHAT SHOULD I DO IF I FIND A PROBLEM WITH MY FORKLIFT OPERATIONS?
If a “no” answer is recorded, you have identified an area that may be causing inefficiencies or injuries/incidents in the workplace. Therefore you need to look more thoroughly at those issues by conducting a risk assessment and implementing appropriate control measures.
Sources of information that may assist you are provided on the back cover.
Answer each of the questions below, from Sections 1 to 4.

FORKLIFT PROCESS CHECKLIST

<table>
<thead>
<tr>
<th>SECTION ONE - Forklift: Pre-Operation</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a written pre-operational checklist for each type of forklift that is used?</td>
<td>Yes</td>
</tr>
<tr>
<td>Is it currently in use?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are the following items included in the checklist?</td>
<td>Yes</td>
</tr>
<tr>
<td>Structural damage</td>
<td></td>
</tr>
<tr>
<td>Tyres and wheels</td>
<td></td>
</tr>
<tr>
<td>Forks/attachments</td>
<td></td>
</tr>
<tr>
<td>Chains, cables and hoses</td>
<td></td>
</tr>
<tr>
<td>Safety devices (eg. Seat belts, warning devices, flashing lights, beepers etc)</td>
<td></td>
</tr>
<tr>
<td>Leaks</td>
<td></td>
</tr>
<tr>
<td>Hour meter</td>
<td></td>
</tr>
<tr>
<td>Battery/LPG system</td>
<td></td>
</tr>
<tr>
<td>Battery connector</td>
<td></td>
</tr>
<tr>
<td>Guards</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION ONE - Forklift: Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you check the following as a minimum?</td>
</tr>
<tr>
<td>Load rating plate</td>
</tr>
<tr>
<td>Steering</td>
</tr>
<tr>
<td>Hydraulic controls</td>
</tr>
<tr>
<td>Parking brake</td>
</tr>
<tr>
<td>Power disconnect</td>
</tr>
<tr>
<td>Limit switches (eg. Mast, speed, tilt)</td>
</tr>
<tr>
<td>Horn</td>
</tr>
<tr>
<td>Travel controls</td>
</tr>
<tr>
<td>Brakes</td>
</tr>
<tr>
<td>Battery charge</td>
</tr>
<tr>
<td>Attachments</td>
</tr>
<tr>
<td>Ready availability of operator manual</td>
</tr>
</tbody>
</table>
SECTION TWO - Work Environment

Does your workplace have the following?    Yes  No

Efficient workplace layout/plan
Floors and surfaces in good condition
Fixtures which are clearly visible
Travel and pedestrian paths identified and clearly marked
Designated maintenance areas

SECTION THREE - Work Processes

Are your work processes?    Yes  No

Developed in consultation with operators
Clearly communicated
Reviewed for work hazards
Reviewed/audited after implementation

Do you have systems in place for:
Reporting of equipment damage
Reporting of forklift incidents
Reporting of stock damage
Maintenance of your forklift
Refuelling/recharging
Managing the safety of bystanders, pedestrians and contractors
The safe introduction of different forklifts
Assessment of individual loads

SECTION FOUR - Operator

Does the operator?    Yes  No

Understand refuelling/recharging procedures
Have the authority to operate the equipment
Have the necessary certification/log book and training for the particular forklift
Understand the workplace rules and requirements
Understand the workplace layout
Follow the travel paths correctly
Control the forklift appropriately during its operation
Have the necessary experience with your type of forklift attachments
Use safety devices (eg seat belts, horns) appropriately
Have knowledge of the operator manual
Operate the forklift at an appropriate speed
Understand the requirement to report:
   Equipment damage
   Forklift incidents
   Stock damage

ACTION PLAN

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Making Your Forklift Work For You
MORE INFORMATION

For answers to your questions about forklifts, please contact the following:

WORKCOVER NSW
WorkCover Assistance Service: 13 10 50
Publications Hotline: 1800 658 134
Email: contact@workcover.nsw.gov.au
www.workcover.nsw.gov.au
For further information, check the WorkCover web site under “Frequently Asked Questions” where a list of common questions and answers about forklifts is included.

RETAIL, WHOLESALE, TRANSPORT AND STORAGE (RWTS) TEAM
RWTS Team Hotline: 13 10 50
Email: rwts@workcover.nsw.gov.au

WHOLESALE INDUSTRY REFERENCE GROUP
Email: irg@workcover.nsw.gov.au

FORKLIFT MANUFACTURERS
Contact your forklift manufacturer or supplier, dealer or hiring organisation
Australian Industrial Truck Association
Ph: (02) 6262 8566
Fax: (02) 6262 8567

UNIONS
Check with relevant unions for more information.

STANDARDS AUSTRALIA
Ph: 1300 654 646
www.standards.com.au
Standards include information on powered industrial trucks, LPG systems, storage and handling, battery charging and maintenance of batteries.

VIDEOS
Working Safely with Forklifts – Refresher Training for Forklift Operators (14 minutes)
To purchase, contact:
Western Australia Department of Consumer and Employment Protection – WorkSafe Division
Ph: (08) 9327 8775 or (08) 9327 8777
Fax: (08) 9321 8973
Email: safety@worksafe.wa.gov.au

Also contact your forklift manufacturer or supplier for other videos.

TRAINING
TAFE Hotline: 13 16 01
Commercial/private organisations - Check Yellow Pages (A-K Driver Schools – Plant Operator Training)
Traineeships – Warehousing and Storage NSW Transport and Distribution Industry Training Advisory Board offers training advice
Ph: (02) 9745 2092
www.tdtaustralia.com/nsw

DISCLAIMER
This is a checklist that contains industry recommended action for maximising safe and efficient operation of forklifts in your business. It includes some of your obligations under the various Occupational Health and Safety legislation that WorkCover administers. To ensure that you comply with your legal obligations you must refer to the appropriate acts, regulations and certification requirements.