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## FORKLIFT SAFETY GUIDELINE

If you have a forklift on your premises, you will need to consider the following points. If you truly answer any of them with “no”, you will want to consider the issue for the safety of your drivers and anyone entering the zone of the forklift travel.

- 1) Forklift operating area separated from pedestrians
- 2) Pedestrian access to forklift work areas restricted by barriers
- 3) Pedestrian walkways clearly marked and provided
- 4) Forklift in operation signs
- 5) Mirrors for drivers and pedestrians provided at all blind spots
- 6) Changes to workplace daily schedule communicated to ALL affected employees for forklift use
- 7) Forklift and tires suitable for use on all operating surfaces at this workplace
- 8) Seatbelt fitted to the forklift and used
- 9) Seat is in good shape
- 10) Forklift is on a regular maintenance schedule
- 11) Forklift is inspected and is certified each year
- 12) Forklift an appropriate size for the tasks
- 13) Forklift has a readable load chart
- 14) Operators understand the load chart
- 15) Load chart indicate the safe capacity for different attachments and is rated for each
- 16) Forklift fitted with correctly operating warning devices (horn works, turn signal and brake and reverse lights work, reversing beeper)
- 17) Forklift has a correctly operating speed control device fitted
- 18) Overhead cage is fitted on the forklift
- 19) Forklift operators hold an appropriate certificate for operation
- 20) Uncertified forklift operators are directly supervised in sight of an authorized person
- 21) Forklift operators observe speed limits and warning signs
- 22) Forklift operators receive appropriate training and instruction on all models of forklifts in operation and on workplace hazards and safe work procedures
- 23) Forklift operators understand the requirement to report any equipment damage and forklift incidents
- 24) Use a pre-test checklist at the beginning of each shift

If you have answered “yes” to these points, congratulations on a fine job on forklift safety. If you did answer “no” to a few, just make adjustments and introduce the policies to your employees and make sure if you do have visitors on the floor, to make sure everyone knows of the safety policies. Make everyone safe.