## **Forklift Operator's Daily Checklist**

## **Electric Industrial Truck**



This sample checklist for electric industrial trucks is featured on the website of the Occupational Health & Safety Administration (OSHA).<sup>1</sup> Refer to the owner's manual, specifications and manufacturer's recommendations to modify the checklist to suit your workplace needs.

RECORD OF FLUID ADDED							
Date		Operator		Battery Water			
Truck#		Model#		Hydraulic Oil			
Department		Serial#					
Shift		Drive Hour Meter Reading		Hoist Hour Meter Reading			

## **Safety and Operational Checks – Prior to Each Shift** *Have a qualified mechanic correct all problems.*

MOTOR OFF CHECKS	ок	MAINTENANCE
Leaks—Hydraulic Oil, Battery		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Condition		
Load Backrest Extension – Attached		
Hydraulic Hoses, Mast Chains, Cables & Stops—Check Visually		
Finger Guards—Attached		
Overhead Guard — Attached		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery — Water/Electrolyte Level and Charge		
Hydraulic Fluid Level – Dipstick		
Transmission Fluid Level—Dipstick		
Operator's Manual in Container		
Capacity Plate Attached—Information Matches Model, Serial Number and Attachments		
Battery Restraint System — Adjust and Fasten		
Operator Protection Sit-down Truck—Seat Belt—Functioning Smoothly Man-up Truck—Fall protection/Restraining means—Functioning		
Brake Fluid – Check level		

<sup>1</sup> Sample Daily Checklists for Powered Industrial Trucks, https://www.osha.gov/dte/library/pit/daily\_pit\_checklist. html (downloaded 7/28/16).

## Loss Control Services Forklift Operator's Daily Checklist: Electric Industrial Truck

MOTOR ON CHECKS (Unusual Noises Must Be Investigated Immediately)	ок	MAINTENANCE
Accelerator Linkage—Functioning Smoothly		
Parking Brake — Functioning Smoothly		
Service Brake — Functioning Smoothly		
Steering Operation — Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn — Functioning		
Lights & Alarms (where present) — Functioning		
Hour Meter – Functioning		
Battery Discharge Indicator — Functioning		
Instrument Monitors – Functioning		

Providing solutions to help our members manage risk.®

For your risk management and safety needs, contact Nationwide Loss Control Services: 1-866-808-2101 or LCS@nationwide.com.



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