FACILITY SAFETY & FORKLIFT COMPLIANCE CHECKLIST

BOOST SAFETY. ENSURE COMPLIANCE.

Use this baseline checklist to identify immediate opportunities to improve workplace safety, equipment uptime, and OSHA standards.

1. DAILY EQUIPMENT INSPECTIONS

Before each shift, confirm that powered industrial trucks and other equipment are inspected for safe operation.

- ☐ Fluid levels are checked
- ☐ Leaks are reported and addressed
- ☐ Tires are inspected for wear or damage
- ☐ Brakes are functioning properly
- ☐ Horns, lights, alarms, and warning devices work correctly
- ☐ Mast, chains, forks, and hydraulics are inspected
- ☐ Damaged or unsafe equipment is removed from service

2. PEDESTRIAN SAFETY & TRAFFIC FLOW

Review how people and equipment move through your facility.

- ☐ Walking paths are clearly marked
- ☐ Forklift travel lanes are identified
- ☐ Intersections and blind corners have mirrors or warning signs
- ☐ Pedestrian crossing areas are visible
- ☐ Racking ends and corners are free of clutter
- ☐ Warning lights, alarms, or blue lights are used where needed
- ☐ Employees understand pedestrian/forklift right-of-way expectations

3. FORKLIFT & POWERED INDUSTRIAL TRUCK COMPLIANCE

Confirm that equipment is being maintained and operated according to company procedures and OSHA expectations.

- ☐ Only trained and authorized employees operate forklifts
- ☐ Forklift inspections are documented
- ☐ Preventive maintenance is scheduled and completed
- ☐ Repairs are made before unsafe equipment is returned to service
- ☐ Equipment data tags/capacity plates are readable
- ☐ Operators understand load capacity and stability limits
- ☐ Forklift compliance records are maintained

4. STAFF TRAINING & EVALUATION

Safety depends on employees understanding both the equipment and the work environment.

- ☐ New employees receive safety orientation
- ☐ Forklift operators receive required training and evaluation
- ☐ Refresher training is provided when needed
- ☐ Employees are trained to report hazards or near misses
- ☐ Speed limits and facility traffic rules are communicated
- ☐ Operators are reminded about load handling and visibility
- ☐ Employees understand emergency procedures

5. GENERAL FACILITY SAFETY

Look beyond equipment and review the overall work environment.

- ☐ Exits and walkways are clear
- ☐ Fire extinguishers and emergency equipment are accessible
- ☐ PPE requirements are posted and followed
- ☐ Spills are cleaned up promptly
- ☐ Dock plates, dock doors, and loading areas are inspected
- ☐ Housekeeping standards are maintained
- ☐ Safety concerns are reviewed and corrected

Facility: _____

Date: _____

Inspector: _____

MH Equipment

People, Passion, Purpose...

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