

FORKLIFT OPERATOR SAFETY CHECKLIST

ELECTRIC TRUCK OPERATOR'S DAILY CHECKLIST

Daily pre-shift forklift operator inspections are an OSHA requirement.
It is recommended you document these inspections have been made regularly.

Date _____	Operator _____	Record of Fluid Added Battery Water _____
Truck Number _____	Model Number _____	Hydraulic Oil _____
Department _____	Drive Hour _____	Hoist Hour _____
Shift _____	Meter Reading _____	Meter Reading _____

SAFETY AND OPERATIONAL CHECKS To complete prior to each shift.
Have a qualified mechanic correct all problems.

	OK (X)	Needs 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 & 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 Compartment:		
Operator's Manual in Container		
Capacity Plate Attached - Information Matches Model, Serial		
Battery Restraint System - Adjust and Fasten		
Seat Belt, Buckle and Retractors - Functioning Smoothly		
Brake Fluid - Check Level		
Controls (Turn Truck On) Unusual Noises Must Be Investigated Immediately:		
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 - Functioning		
Gauges:		
Hour Meter - Functioning		
Battery Discharge Indicator - Functioning		
Instrument Monitors - Functioning		