

# Safety Tips from the WorkSafe People

<b>Powered Industrial Truck/Material Handling Checklist</b>				
Location/Department:			Date of Inspection:	
Inspectors:				
Corrective Actions: Work order/memos were issued:    Yes                  No                                  Date issued:				
This list may not include <i>all</i> conditions, as it is intended to be used only as a guide.				
Topic Description	Yes	No	N/A	Comments
Are only employees who have been trained in the proper use of hoists allowed to operate them?				
Are only trained personnel allowed to operate industrial trucks?				
Is substantial overhead protective equipment provided on high lift rider equipment?				
Are the required lift truck operating rules posted and enforced?				
Is directional lighting provided on each industrial truck that operates in an area with less than 2 candles per square foot of general lighting?				
Does each industrial truck have a warning horn, whistle, gong or other device which can be clearly heard above the normal noise in the areas where operated?				
Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded?				
Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended?				
Are industrial trucks operating in areas where flammable gases or vapors, or combustible dust or ignitable fibers may be present in the atmosphere, approved for such locations?				
Are motorized hand and hand/rider trucks so designed that the brakes are applied, and power to the drive motor shuts off when the operator releases his or her grip on the device that controls the travel?				
Are industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?				
<b>Are forklifts inspected daily before use, and problems reported with:</b>				
Brakes?				

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Gauges?				
Forks?				
Warning systems?				
Tires?				
Fuel system?				
<b>Are employees trained that before starting forklift jobs, they are to be sure that:</b>				
Forklift is rated for area's hazards and has adequate capacity?				
Load is stable and can be centered?				
Load is stacked or tied if loose or uneven?				
Route is free of obstructions?				
<b>Are employees instructed to drive safely by:</b>				
Driving slowly; obeying posted limits?				
Slowing down for slopes, wet/slippery conditions, dockboards/bridgeplates, and before making a turn?				
Yielding right-of-way to pedestrians and emergency vehicles?				
Never driving up to a person who is standing in front of a fixed object?				
Traveling with load tilted back, forks 6"–8" inches above ground?				
Not raising or lowering load while moving or carrying anything on overhead guard?				
Wearing any required protective gear such as seat belt or hard hat?				
Staying at least three truck lengths behind another vehicle; not passing at intersections or blind spots?				
Keeping route in view (traveling with load behind if it blocks vision)?				
Slowing, stopping, and sounding horn at crossings or where visibility is poor?				

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Using mirrors to check blind corners?				
Making slow, wide turns?				
Stopping before going into reverse?				
Avoiding driving over loose objects or materials?				
Crossing railroad tracks diagonally if possible?				
Driving in reverse on grade of 10% or more; keeping load upgrade, raised just enough to clear surface?				
Keeping away from edges of elevated ramps or platforms?				
Keeping hands, arms, and legs inside truck?				
Never allowing an unauthorized person to ride on forklift?				
Never indulging in stunt driving or horseplay?				
<b>Are employees trained in safe refueling procedures by being sure to:</b>				
Turn off engine?				
Refuel in the assigned ventilated area that contains nothing that could cause a fire or an explosion?				
Not smoke?				
Have fire extinguishers and cleanup material handy?				
Use acid-resistant material handling equipment and wear corrosion-resistant PPE during battery changing?				
Remove battery cap slowly and leave open?				
Pour acid into water, not water into acid?				
Follow manufacturer's instructions for gas or propane fueling?				
Not use an open flame to check fuel level?				
Try to prevent spills, but if you do spill, clean it up promptly?				

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Replace cap on tank before starting truck?				
Take empty propane tanks outside and open valve to let leftover propane escape?				
<b>Before using hand trucks, are employees trained to:</b>				
Place heavy objects on bottom of the load?				
Position load forward so it rests over the truck's axle?				
Don't pile a load above eye level.				
Secure bulky, awkward, or delicate objects to the truck? (It creates less strain)				
Get a firm grip?				
Keep your back straight, knees bent?				
Lean in the direction you're going?				
Push, don't pull, a four-wheeled truck? (It creates less strain)				
Walk, don't run?				
Don't walk backward, except when necessary to maneuver in a tight space.				
Watch out for other vehicles or obstructions?				
Watch the ground surface, so the truck doesn't go off a platform or dock?				
<b>Are employees that use powered trucks instructed to:</b>				
Be sure loads are balanced, with heavier items on the bottom?				
Follow instructions in the manufacturer's manual?				
Stop at corners, doorways, etc., to be sure the way is clear before proceeding?				
<b>Before using powered hand trucks, are employees trained to:</b>				

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Face the direction you're traveling?				
Keep one hand on the handle?				
Don't walk in front of the handle; lead truck from right to left of handle.				
Don't try to override, disconnect, or loosen the mechanism that shuts off power when the handle is released.				
Move the truck into tight spaces before your body?				
Keep arms, legs, and clothes away from moving parts?				
Don't ride the truck unless it's designed for that purpose; and don't take on riders.				
Turn off power and set the brake when truck is not in use?				
<b>Are employees who will be using rope trained to:</b>				
Choose the right type and strength rope for the job?				
Clean the rope and dry it thoroughly before storing?				
Cushion sharp corners being tied with rope?				
Keep rope away from acid or acid fumes?				
<b>Have employees who work with strapping been instructed to:</b>				
Test the strapping to make sure it can handle the planned load?				
Cut off any dangling ends?				
Only lift by the strap if it's designed for that purpose?				
Cut straps with cutters, not hammers or pry bars?				