

Operation

Objective: To assure that safety procedures related to forklift operation are recognized and followed

Please check the items below where you observe that improvement is possible, and indicate a corrective approach to address the risk factor.

NEEDS FOCUS	PROCEDURE	CORRECTIVE APPROACH				
		1	2	3	4	5
	Operator is trained and certified.					
	Load is positioned correctly.					
	Operator drives with loads at proper height.					
	Pedestrian area is established.					
	Operator slows or stops at transition and blind spots, then uses horn and proceeds with extreme caution.					
	Operator does not turn on ramps.					
	Load is positioned for clearance on ramps.					
	Operator knows and follows weight limits.					
	Operator approaches the load slowly and directly.					
	Operator keeps the mast vertical until load is resting against the backrest.					
	Operator lifts the forks high enough to clear the floor and then tilts them back.					
	Operator is aware of personnel in hazardous proximity to the forklift and loads.					
	Operator keeps all body parts within the vehicle.					
	Restraint system is used.					
	When forklift is not in use, forks are down, brakes are set, and keys are removed.					
	When not in vehicle, engine is off.					

- 1 = Retraining
- 2 = Assignment to work with safety mentor
- 3 = Increased frequency of safety observations
- 4 = Unsafe condition or "non-enabled task" that needs to be addressed
- 5 = Presentation at team meeting

Operation

NEEDS FOCUS	RISK FACTOR	CORRECTIVE APPROACH				
		1	2	3	4	5
	Operator drives at a proper and controlled speed.					
	Operator looks before backing.					
	Operator does a thorough pre-use check.					
	Operators is aware of and avoids hazardous surfaces.					
	Operator always assures that chocks are placed on trucks being loaded and unloaded.					
	Operator assures excellent visibility.					
	Back-up alarm is functioning					
	Operator is aware of carbon monoxide potential and hazardous environment potential (i.e., ignition sources) and follows procedures.					
	Operator uses horn as needed					
	No riders are permitted.					
	Operator only uses OSHA-approved cage/basket for lifting personnel.					
	OSHA-approved work platform is securely attached and appropriately equipped.					
	Lockout/blockout procedures are followed for access to masked area or other surface work.					
	Unauthorized modification or use of equipment is not permitted.					
	Other (specify):					
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Indicate who is responsible and the corrective action date:
