



Attachment 9 - Pre-operation Inspection Checklist (Narrow Aisle Truck & Order Pickers)

NARROW AISLE TRUCK

ORDER PICKER TRUCK



Forklift Truck MFG _____

Model _____

Serial Number _____

Work Shift _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
KEY OFF Procedures							
Hydraulic cylinders							
Mast assembly							
Overhead Guard							
Lift chains and rollers							
Forks							
Tires / Rollers							
Examine the battery & fire extinguisher							
Check the hydraulic fluid level							
Safety Harness & Lanyard (if Order Picker)							
KEY ON Procedures							
Check the gauges							
Hour meter							
Battery discharge indicator							
Test the standard equipment							
Steering							
Emergency Set Brake							
Test control operation							
Test floor safety / power pedal							
Horn							
Operation of attachments							
Starting Hour Meter Reading >>>>>	_____	_____	_____	_____	_____	_____	_____
Pre-inspection date >>>>>	_____	_____	_____	_____	_____	_____	_____
Operator's printed name >>>>>	_____	_____	_____	_____	_____	_____	_____

Instructions: Operator must check off each item as having been checked "OK" and safe to use during daily inspection prior to operation.

Attachment 5 – Lift Truck Work-Site Hazard Inspection Checklist Template

Lift Truck Site/Operation Hazard Assessment for _____ Department

Location(s): _____

Instructions: An Operator uses this form to conduct a Site Hazard Assessment for Industrial Lift Equipment owned/operated by each department, identify all hazards in the area of intended work, and to select appropriate equipment for the work-task. Update this Hazard Assessment as equipment is purchased or retired from service, Department work activities or hazards change, and when new Operators are added to the Department’s “Licensed Operator” roster for using Industrial Lift Equipment.

Site Evaluation	YES	NO	N/A
Is the floor/work surface structurally strong enough to handle the weight/load(s)?			
Are surface conditions where the vehicle will be operated clean, dry and have good traction?			
Is there pedestrian traffic in areas where the vehicle will be operated?			
Are there narrow aisles and other restricted places where the vehicle will be operated?			
Will the loads to be carried be stable and of uniform composition?			
Are there ramps and other sloped surfaces that could affect the vehicle's stability?			
Will there be significant load manipulation, stacking and un-stacking of materials?			
Are there “Classified Hazardous” locations where the vehicle will be operated?			
Is there an enclosed environment(s) or other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust buildup for combustion motors, or hydrogen gas buildup at electric vehicle recharging stations?			
List below other potentially hazardous site-conditions that could affect safe operation:			
1.			
2.			
Process / Use of Lift Truck	YES	NO	N/A
Should a Lift Truck(s) be used in the type of work being conducted?			
Does the Lift Truck(s) have the proper lift height and capacity for the job?			
Are the proper attachments being used in the type of work in this process?			
Are cables and/or chains being used to lift objects with the Lift Truck?			
Are there designated parking areas for Lift Truck(s)? (Clear of exits, fire extinguishers, hydrants, pedestrian-aisles, doorways, footpaths, or electrical panels.)			
Is the fueling and/or charging area well ventilated?			
Is there proper lighting in the areas the Lift Truck(s) is being used?			
In loading dock areas, are there proper dock plates available for use?			
Are Propane bottles being kept in a secure area, and are they tagged “Full” or “Empty”?			
List below other potentially hazardous process-conditions that could affect safe operation:			
1.			
2.			

(Continued other side)

Safety Devices/Signs/Postings/Equipment Repair	YES	NO	N/A
Are there signs warning pedestrians that Lift Trucks are operating in the area?			
Are there proper warning signs at blind corners, exits, and high traffic areas?			
Are wheel chocks available if needed during loading or unloading of trucks or trailers?			
Are there proper warning signs in refueling or battery charging areas?			
Are all low overhead obstructions tagged, painted or marked for visibility to operators?			
Are there walking lanes marked with yellow paint for pedestrians to use?			
Are there warning lights or buzzers to warn pedestrians on sidewalks of Lift Truck cross traffic?			
Is an eye wash station with a unobstructed path within 10 seconds walking-distance of the battery charging area?			
Are there a sufficient amount of fire extinguishers on site that have been inspected regularly?			
Is the CAL/OSHA poster (Operating Rules) posted and available to all employees who operate Lift Trucks?			
Are service repair orders for Lift Trucks and/or attachments(s) being kept for record keeping purposes?			
Are Daily Inspections being done, and are records being kept for program documentation?			
Are all other employees in the area aware that Lift Trucks are operating in the area?			
Are all safety devices on the Lift Truck in proper work condition (lights, horn, flashing lights, guards, seat belt, back-up alarm, etc.)?			
Are the Lift Trucks being kept in good working condition (maintenance, fuel, battery, oil, hoses, etc.)?			
List below other equipment device(s)/operation(s) that could improve safe operation:			
1.			
2.			

LIST SUGGESTED TRAINING and SITE/EQUIPMENT/PROGRAM IMPROVEMENTS:

Operator/Evaluator: _____ Date evaluated: ___/___/___

Supervisor review: _____ Date reviewed: ___/___/___

[Return to Table of Contents](#)