Use this form to regularly assess and identify forklift hazards in your areas of operation.

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| **Company Name:** | **Assessment Date:** |
| **Completed By:** | **Area of Operation:** |

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| **Hazard Assessment Team** | | **YES** | **NO** | **N/A** | **Comments** |
| 1 | Are materials and pallets stored in stable fashion? |  |  |  |  |
| 2 | Forklifts are not loaded in excess of their rated capacity? |  |  |  |  |
| 3 | Mast heights are sufficient for the height of stored material? |  |  |  |  |
| 4 | Are forklift operators conducting pre-shift inspections? |  |  |  |  |
| 5 | Are forklifts well maintained and operating safely? |  |  |  |  |
| 6 | Are forklift operators using seat belts? |  |  |  |  |
| 7 | Are forklift operators using forklifts at safe speeds? |  |  |  |  |
| 8 | Do forklift operators pass each other in safe manner? |  |  |  |  |
| 9 | Are forklift operators using their horn at blind corners? |  |  |  |  |
| 10 | Are forklifts equipped with functioning backup alarms? |  |  |  |  |
| 11 | Do forklift operators give right of way to pedestrians? |  |  |  |  |
| 12 | Do forklift operators and pedestrians visually acknowledge each other before proceeding? |  |  |  |  |
| 13 | Are forklift paths and pedestrian walkways identified with yellow painted lines or yellow tape? |  |  |  |  |
| 14 | Do forklift operators slow down when making turns? |  |  |  |  |
| 15 | Are forklift operators free of distractions such as earphones, air pods, cell phone, smart watch, etc? |  |  |  |  |
| 16 | If applicable are order picker operators using required full body safety harness? |  |  |  |  |
| 17 | Are loads stable and secure on forklift? |  |  |  |  |
| 18 | Are forklift operators transporting loads at low speeds? |  |  |  |  |
| 19 | Are additional personnel lifted only in approved, guarded cage and securely fitted to the forks of the forklift? |  |  |  |  |
| 20 | Are forklift operators using a spotter when traveling with obstructed view? |  |  |  |  |
| 21 | Is lighting adequate for operating forklifts and completing tasks? |  |  |  |  |
| 22 | Are forklift loads balanced and stable to prevent potential forklift tip over? |  |  |  |  |
| 23 | Are forklift operators not reaching through the mast or placing body parts outside the forklift while in operation? |  |  |  |  |
| 24 | Are forklift operators safely parking the forklift and removing the ignition key? |  |  |  |  |
| 25 | Is the forklift operator driving in reverse when load obstructs the view? |  |  |  |  |
| 26 | Are trailers secured or wheels of the trailer chocked to prevent movement during loading? |  |  |  |  |
| 27 | Are forklift operators inspecting the floor of the trailer before entering with the forklift? |  |  |  |  |
| 28 | If applicable, has water or ice been removed and cleaned up from dock surfaces? |  |  |  |  |
| 29 | Is the forklift operator maintaining a safe distance from the edge of dock? |  |  |  |  |
| 30 | Are warning signs used to inform operators and pedestrians of forklift traffic areas? |  |  |  |  |
| 31 | Are attachments approved for use by forklift manufacturer? |  |  |  |  |
| 32 | Only trained and authorized employees are permitted to operate forklifts? |  |  |  |  |
| 33 | Additional riders are not permitted on forklifts? |  |  |  |  |

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| 34 | Employees do not stand, pass or work under an elevated load? |  |  |  |  |
| 35 | Do forklift operators transport loads with forks about 2-4 inches off the ground? |  |  |  |  |

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