

Forklift
guide



Controlling forklift risks

Forklifts are a major cause of serious injury in Australian workplaces. They are powerful, heavy and inherently unstable pieces of equipment. They pose risks to both drivers and people walking in areas they are used in. Risks include forklift rollover, instability, crushing, impacting and collisions, as well as risks associated with lifting loads and working in an area with overhead power lines.

Your organisation must ensure as far as reasonably practicable that the risks associated with forklift operations in the workplace are controlled. The process for controlling forklift risks should be determined in consultation with the workers who are required to carry out the task.

Importantly, ensure workers who are required to operate forklifts hold the relevant licence and are competent in the use of the forklift.

Employsure have created this Forklift Pre-Start Guide to be completed at the start of each shift, working day, or use as appropriate for your workers.

With more than 30 years industry experience, we understand the complexities of being an employer and support Australian businesses with guidance anytime, day or night, 365 days a year. Contact an Employsure specialist on **1300 838 427** or email us at **comms@employsure.com.au** to ensure you are set up for success.

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- Tyres: examine all tyres for wear or damage, and pressure
- Fluids: check oil, hydraulics, battery, fuel, coolant and brake fluid
- Seating: check the condition and make appropriate adjustments, and ensure seat belt is in good working order
- Warning devices: check lights, horns, reversing beeper and flashing light
- Capacity: check that the load capacity data plate is fitted and legible
- Mast: check for any wear or damage to the lift chains and guides
- Hydraulic cylinders and hoses: check for any leaks
- Forklift tines: check for wear, damage, cracks or repairs
- Guarding: check that all guards are in place
- Controls: check that all pedals and controls operate correctly
- Brakes: check that all brakes (including parking brake) operate correctly