



## WHS-FOR-017.3 Forklift Pre-Start Checklist

- Pre start checklist is to be completed every day prior to using the equipment. Operator is to initial when inspected, Supervisor is to review the checklist and sign off at the end of each week.
- Seat Belts to be worn where fitted.

<b>Forklift Type</b>	<b>Forklift Rego</b>
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**Date (Week Commencing Mon)** .....

	M	T	W	TH	F	SA	SU
<b>Initials of person doing inspection</b>							
<i>Tick if item is acceptable, cross if it is not</i>							
<b>TYRES</b> – check they are in good condition, intact with rim. Look for visual wear or damage. Check tyre pressure							
<b>FLUIDS</b> – check oil, hydraulics, battery, fuel and coolant for leaks including hoses under fork lift							
<b>TINES/FORKS</b> – check they are evenly spread with locking pins in place. Check there is no sharp edges or distortion							
<b>MAST</b> – check chains are level with no obstructions, rams not pitted or leaking. Check for any wear to lift chains and guides, inspect hydraulic cylinders, look for any leaks							
<b>BATTERY</b> – check it is operational and for any damage							
<b>BATTERY CHARGE</b> – discharge meter in full green or 75% after raising forks (where applicable)							
<b>GAS OPERATED FORKS</b> – check gas levels are ok and gas cylinder is not damaged damage. Check gas cylinder is secure							
<b>ENGINE BAY</b> – check it is generally clean? Hydraulic oil-brake pads and brake fluid (cb machines only).							
<b>CONTROLS</b> (pre start) – check seat condition. Check controls are clearly marked, seat & steering wheel are secure & properly adjusted. Seat belt (where fitted) works as intended. <b>CONTROLS</b> (post start) – check controls and pedals are working. No unusual noises.							



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<b>CAPACITY/LOAD PLATE</b> – check load-capacity plate if fitted, legible and correct. What is your safe working load (inc when travelling, tilted & lifting)?							
<b>REVERSE BUZZER &amp; HORN</b> – check working							
<b>LIGHTS &amp; BEACON</b> – check working							
<b>STEERING</b> – check smooth from lock to lock, no binding							
<b>BRAKES</b> – check both brake & park brake for proper operation							
<b>SAFTEY PEDAL</b> – check the motor cuts out							
<b>POWER DISCONNECT</b> – check all electric power cuts out							
<b>HYDRAULICS</b> – Operate lift, tilt & reach to full extent of travel							
<b>GUARDS</b> – check overhead, load backrest							
<b>ATTACHMENTS</b> – check they function correctly, no unusual noises							

If any items above are not working, the forklift is to be tagged out and reported to the supervisor for repair.

Description of Issue.....

Date and time tagged out:..... Tagged out by:..... Returned To Service:.....

Weekly Supervisor sign off.....

**Please email completed and signed document to [safety@harbourtrust.gov.au](mailto:safety@harbourtrust.gov.au) and file on site.**