

Checklist

Forklift Trucks with Driver's Seat



Is safety guaranteed when operating forklifts in your company?

Forklift accidents often result in severe injuries and a long period of absence on the part of the injured person. They are frequently accompanied by major damage to property, too. Maximum safety is therefore a worthwhile goal in this area.

The main risks are that

- People get hit by the forklift
- The forklift tips over or falls from height
- People get hit by falling loads

With this checklist you will get a better grip on these risks.

In the following section, you will find a range of important questions pertaining to this checklist. If a question is not applicable to your plant, simply remove it from the list.

Action must be taken wherever you answer a question with «no» or «partially».

Note actions overleaf.

Forklift driver training

1	Have all the people operating forklift trucks been trained in a Suva-recognised FLT driving school, or has in-house training been provided by a Suva-approved FLT driving instructor? (Fig. 1)	<input type="checkbox"/> yes <input type="checkbox"/> no
2	Have all the people working with forklift trucks been familiarised with the FLTs used in the company including their controls, specific features and auxiliary equipment?	<input type="checkbox"/> yes <input type="checkbox"/> no
3	Are the forklift drivers familiar with the specific risks in their company? For example: Steep ramps in the open – Low height in a passageway – “Blind” places – Racks with low load capacity – Marked-off areas with insufficient floor loading capacity	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
4	Are forklift drivers who have to drive on public roads in possession of a category “F” driving license?	<input type="checkbox"/> yes <input type="checkbox"/> no



Fig. 1: Any person who drives a forklift truck must be trained. A list of FLT driving schools can be found at www.suva.ch/stapler.

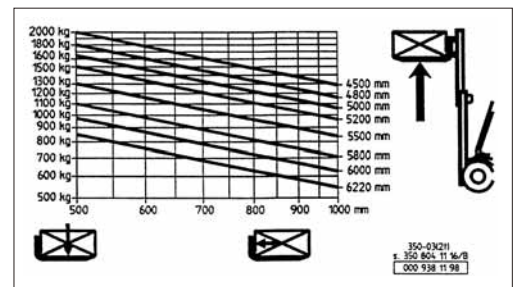


Fig. 2: A clearly visible capacity diagram must be affixed to the forklift.

Forklift trucks and accessories

5	Are the safety devices and safety signs prescribed by the manufacturer fitted to the forklift? Protective canopy – Restraint devices (seat belt, safety bar doors, cabin) – Load capacity diagram (clearly visible) – Forks provided with lateral end stops – Other components	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
6	Are the user manuals for all forklifts readily available? The manual contains information on the intended use of the forklift, the permissible application area, and the operation and maintenance.	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
7	Are the forklifts provided with the necessary load handling attachments? For example: – Forks – Fork extensions – Clamps for barrels, coils and bales (Fig. 3)	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
8	Are battery charging stations safety-compliant? In particular: ■ Installation in sufficiently ventilated rooms, i.e. – Two ventilation openings: One near to the ceiling, the other next to the floor or – Forced ventilation ■ Ban on smoking	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
9	Is running water (or eye wash) available to irrigate the eyes or to dilute battery acid splashes?	<input type="checkbox"/> yes <input type="checkbox"/> no



Fig. 3: Bale clamp. Always use the correct load handling attachment.

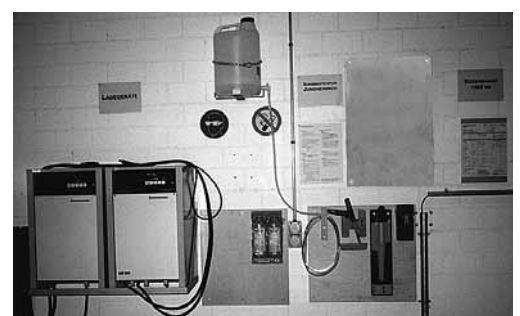


Fig. 4: Properly equipped battery charging station with ban on smoking. Safety glasses and eye wash are provided.

<p>10 If forklift trucks are to be used on public roads (Fig. 5): are the forklifts equipped in accordance with the regulations? And does your company, if necessary, have a special permit?</p> <p>Contact the cantonal road traffic authority to enquire about the applicable regulations.</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
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Fig. 5: If a forklift is operated on public roads, it must be equipped in accordance with the rules of the road traffic regulations.

Maintenance	
<p>11 Are the forklifts checked, maintained and repaired in accordance with the manufacturer's instructions?</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
<p>12 Is maintenance work carried out by qualified personnel and documented? (Fig. 6)</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no



Fig. 6: When maintenance work is carried out under the fork, the fork must be supported, and the elevated fork position indicated by suitable warning signs.

Organisation, human behaviour	
<p>13 Do forklift drivers wear safety shoes? While operating forklifts, the feet are at particular risk.</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p>14 Has the safety of passageways and loading platforms been verified? See checklists: – “Verkehrswege für Fahrzeuge”(Passageways for vehicles), reference 67005.d – “Laderampen” (Loading platforms), reference 67065.d</p>	<input type="checkbox"/> yes <input type="checkbox"/> no
<p>15 Do forklift drivers make proper use of the restraint systems provided? Fasten seat belts (even for quick jobs) – Fasten seat belts if cabin doors have been removed – Keep safety bar doors closed while driving</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
<p>16 Are the transport masses indicated on the loads or are the masses otherwise identifiable to the forklift driver?</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
<p>17 Do the supervisors monitor the work of forklift drivers at regular intervals and is the violation of safety rules corrected?</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
<p>18 Do line managers support forklift drivers who refuse to carry out work orders that flout safety regulations? (e.g. not to overload the forklift truck, not to transport badly stacked loads, not to lift people on the forks)</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
<p>19 Are the safety regulations applicable for lifting people with forklift and lifting cage known, and are they adhered to?</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no
<p>20 Are forklift trucks fitted with combustion engines only used outdoors?</p>	<input type="checkbox"/> yes <input type="checkbox"/> partially <input type="checkbox"/> no

Use of lifting cages for people
see www.suva.ch/stapler

Further information

– www.suva.ch/stapler
 “Wichtige Regeln für Staplerfahrer” (Important rules for forklift drivers), Suva reference 11047, (available in German, French and Italian)

Further risks may be identified in your company within the scope of this checklist. Please take the necessary actions if that is the case (see overleaf).

