**Forklift safety observation**

Operator’s name:

Date performed:

Observer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Behaviors/task | Acceptable | Unacceptable | Not Observed | N/A, remarks, or action taken |
| Performs proper daily inspection |  |  |  |  |
| Wears seatbelt or safety belt and tether line |  |  |  |  |
| Travels with forks close to the ground and tilted back only slightly |  |  |  |  |
| Looks in the direction of travel |  |  |  |  |
| Secures load and checks load weight with truck’s capacity plate |  |  |  |  |
| Carries loads properly (2 to 4 inches from the ground) |  |  |  |  |
| Sounds horn at blind corners and intersections |  |  |  |  |
| Slows down at corners or intersections, and on wet or slippery floors |  |  |  |  |
| Operates at safe speeds |  |  |  |  |
| Turns slowly and properly |  |  |  |  |
| Yields right of way to pedestrians and emergency vehicles |  |  |  |  |
| Never transports people on any part of the truck |  |  |  |  |
| Stays clear of dock edge or other drop-offs; for example, bridge plate edge |  |  |  |  |
| Follows procedures and wears appropriate PPE when changing cylinders |  |  |  |  |
| Performs proper procedures for leaving truck unattended (put in neutral, lower carriage, set parking brake, turn key to off) |  |  |  |  |