

## Forklift (Powered Industrial Truck) Self-Audit Checklist

The following checklist is designed to determine if policy is being followed as well as verifying that all safety protocols are being met. OSHA Standard 1910.178

|   |  |  |  |           |            |
|---|--|--|--|-----------|------------|
| Department/Facility/Farm:   |  |  |  |           |            |
| Building:   |  |  | Room(s):                               |           |            |
| <b>Initial Training and Supervision</b>   |  |  | <b>Yes</b>                             | <b>No</b> | <b>N/A</b> |
| Are there forklifts onsite?   |  |  |  |           |            |
| Are the employees in this department/facility trained as per UMaine's Training Form requirements?   |  |  |  |           |            |
| <b>Equipment Inspections and Maintenance</b>  |  |  | <b>Yes</b>                             | <b>No</b> | <b>N/A</b> |
| Are employees inspecting equipment prior to each use?   |  |  |  |           |            |
| Is the operator Visual & Operational Pre-Use Inspection Checklist performed prior to each shift?  |  |  |  |           |            |
| Are these records maintained for at least 6 months?   |  |  |  |           |            |
| Is the equipment part of a scheduled inspection and maintenance program that meets the manufacturers' recommendations?                        |  |  |  |           |            |
| Was the last service/maintenance inspection documented and completed no longer than 12 months ago?  |  |  |  |           |            |
| Are there an adequate number of mirrors for truck traffic?  |  |  |  |           |            |
| Are seat belts used & unaltered?  |  |  |  |           |            |
| Are the equipment's instructions, warnings & labels understood by operators?  |  |  |  |           |            |
| If servicing is conducted in-house, are there equipment-specific LOTO procedures?   |  |  |  |           |            |
| Have all potential energy sources been identified for LOTO?   |  |  |  |           |            |
| How many energy sources are there for this forklift? Please enter in comments section below.  |  |  |  |           |            |
| If modifications have been made to the equipment, are they in accordance with current ANSI B56.1 and manufacturer's standards?                |  |  |  |           |            |
| Lift placards: do they list the make & model; rated capacity; number of occupants; maximum platform heights and pressure of hydraulic system? |  |  |  |           |            |
| Are these placards/control markings/warnings readable & posted in conspicuous areas?  |  |  |  |           |            |
| Comments: include make/model & serial number of any Powered industrial trucks   |  |  |  |           |            |
| <hr style="width: 100%;"/> <i>Signature</i>   |  |  | <hr style="width: 100%;"/> <i>Date</i> |           |            |