



Forklift (Powered Industrial Truck) Safety Program Audit

Company Name: _____

Location: _____

Policy and Training

1. Is there a formal written Forklift Operator Safety Program in place that is specific to your workplace?	Y	N
2. Has the Forklift Operator Safety Program been reviewed; at least annually, when applicable regulations or facility operations change, or when an accident investigation or safety audit warrant a plan revision?	Y	N
3. Is a pedestrian forklift safety training program in place and has it been provided to non-operators (i.e. visitors, office staff, etc.) to educate them about the hazards of forklift operations and how to reduce incidents of pedestrians injured by forklifts?	Y	N
4. Is there a formal written Forklift Training Program with components including forklift characteristics and the operating environment?	Y	N
5. Does training consist of a combination of formal instruction, practical training and evaluation in the workplace?	Y	N
6. Have all operators received initial operator training on the equipment that they are going to be operating and in the conditions that they will be operating the forklift?	Y	N
7. Have all operators received refresher training if they have been observed operating the forklift in an unsafe manner, been involved in an accident or near-hit incident, received an evaluation that the forklift is not being operated safely, been assigned to drive a different type of forklift, or when a condition changes that could affect the safe operation of the forklift?	Y	N
8. Have supervisors determined that each operator is competent to operate the forklift?	Y	N
9. Do supervisors regularly observe operators to ensure the operator's competency, that seatbelts are being worn, and that forklifts are operated safely?	Y	N
10. Has the performance of all operators been evaluated at least once every three years?	Y	N
11. Is all training documented and maintained?	Y	N
12. Are all forklift operators tracked to know when an evaluation is due?	Y	N



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Comments (What steps do we need to take to improve forklift policy and training procedures):

Program Review and Audit: *Does your program contain the following components?*

1. Defined responsibilities for Management, Supervisors, Employees, and Trainers.	Y	N
2. Rules for safely operating a forklift.	Y	N
3. Rules for pedestrian safety.	Y	N
4. Inspection and maintenance requirements.	Y	N
5. Safety checklist requirements.	Y	N
6. Operator training and evaluation requirements.	Y	N
7. Certification and recordkeeping requirements.	Y	N
8. Program review and update requirements.	Y	N

In addition to having these components, how does your organization confirm that these are being done correctly?

Comments (Where can we improve our program and what steps do we need to take to achieve our goals):



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Inspection and Maintenance: *Does your program contain the following components?*

1. Are forklifts inspected daily before they are used and after each shift for forklifts that are used for more than one consecutive shift.	Y	N
2. Are inspections documented and maintained?	Y	N
3. Is equipment in proper working order and included in a preventative maintenance program?	Y	N
4. Does the maintenance performed on the forklift meet the manufacturer's recommendations?	Y	N
5. Do only trained and authorized people handle repairs?	Y	N
6. When surveyed, are employees knowledgeable of who/how to report issues or concerns?	Y	N
7. Are forklifts that are not in safe operating condition removed from service immediately?	Y	N
8. Are forklifts examined before being placed back in service?	Y	N

Comments (Where can we improve our program and what steps do we need to take to achieve our goals):