

OBSERVATION CHECKLIST

OPERATING THE FORKLIFT	Yes	No
Does the operator have a current license and been evaluated within the last 3 years?		
Are seatbelts worn?		
Are arms and legs kept inside the vehicle?		
Was the forklift inspected and documented before use?		
Do the backup alarms and lights work?		
Does the operator demonstrate competency in completing job tasks?		
Are there blind spots or low visibility conditions created due to load configuration?		
Is the operator driving at a safe speed for conditions?		
Are pinch points near the forks and tires identified and avoided?		
Is the load appropriate for the forklift (capacity, balance, etc.)?		
Are the loads being carried with the forks at appropriate height for the task at hand?		
Is the load being raised or lowered only when stopped?		
Are dock plates and/or dock levelers in good repair and condition?		
Are only approved forklift attachments provided and used properly?		
Is the driver distracted?		
Comments:		

OBSERVATION CHECKLIST

PEDESTRIANS IN THE AREA	Yes	No
Are pedestrians paying attention to the forklift (eye contact with operator)?		
Are employees walking or working in front of/behind a forklift?		
Are pedestrians wearing high visible shirts/vests when near forklift operations?		
Are pedestrians aware of the forklift's swing radius and keeping a safe distance from the forklift? As a general rule, pedestrians should stay four feet away from forklift operations.		
Were there any unauthorized riders on the forklift?		
Are employees looking both ways before crossing aisles?		
Did a pedestrian walk under or around raised forks?		
Are adjacent aisles blocked off to prevent the risk of a falling load if accidentally pushed through?		
Was horseplay observed around the forklifts?		
Did pedestrians use designated walkways and doors?		
Where non-employee pedestrians escorted by employees familiar with the area and safety policies?		
Comments:		