

Safe Work Form	
Safe use of forklift trucks – Monthly Inspection	Issue date: 22 October 2008

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Example content:

Scope: This form is to be used <u>monthly</u> to inspect and ensure that forklift trucks are			Responsible supervisor																														
References <ul style="list-style-type: none"> OHS Regulations 2001 – Chapter 4 SWI Safe use of forklift trucks 		PPE required: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> High visibility vest or clothing <input checked="" type="checkbox"/> 	Skills, competencies or qualifications required: <ul style="list-style-type: none"> 		Permits or Licences required																												
Date of inspection		Time of inspection	Inspected by		Checked by																												
General	This document outlines the steps to be followed for the pre-start inspection of forklift trucks, including the use of associated platforms and cages.																																
Pres-start check items	<p>Forklift operators are to check the vehicle prior to the commencement of any work, at</p> <p>The forklift truck pre –start daily inspection is completed using the checklist below;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check for hydraulic leaks <input type="checkbox"/> Check for other <input type="checkbox"/> Check all vehicle fluid levels including; <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>Work areas check;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clearly marked and signs posted <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 																																
Monthly check items	<p>Forklift operators are to be checked monthly to ensure that the vehicle is being maintained in accordance with the manufacturer's requirement. The forklift truck monthly inspection is completed</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Forklift operations checklist</th> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr> <td colspan="4">Section 1. Forklift operation</td> </tr> <tr> <td>1.</td> <td>Has the daily pre-start check list been conducted for this forklift</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>Is there a</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td></td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Forklift operations checklist		Yes	No	Section 1. Forklift operation				1.	Has the daily pre-start check list been conducted for this forklift			2.	Is there a			3.				4.				5.			
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