TABLE OF CONTENTS

Glossary of Terms 4

I. Objectives 5

II. Philosophy 5

III. Program Review 5

IV. Legislation and Standards 5

V. Roles and Responsibilities 5
   1.0 Department Heads of Areas with Lift Trucks in Use 5
   2.0 Area Supervisors 6
   3.0 Area Employees 6

VI. Training 6
   1.0 New and Transferred Employees 7
   2.0 Continuing Employees 8
   3.0 Documentation 8

VII. Inspection 9
   1.0 New or Modified Equipment Safety Inspection 9
   2.0 Annual Inspection 9
   3.0 Daily Safety Inspection 10

VIII. Standard Operating Procedures: Lift Truck Operators 10
   1.0 Requirements 10
   2.0 Daily Safety Inspection 10
   3.0 Safety Rules for Lift Truck Operators 11

IX. Resources 13

APPENDIX I: RELEVANT LEGISLATION & STANDARDS

APPENDIX II: SAMPLE LIFT TRUCK DAILY CIRCLE SAFETY CHECKLISTS

- Electric Lift Truck
- Electric Transtacker
- Indoor Propane Tow Tractor
- Industrial Tow Tractor
- Order Picker
- Propane Lift Truck
- Reach Truck
- Riding Grip Tow Tractor
- Stand-Up Riding Tow Tractor
- Walking Pallet Truck
• Walking Transtacker
• Yard Lift Truck

APPENDIX III: DETAILED INSPECTION REQUIREMENTS
### ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>CSA</td>
<td>Canadian Standards Association</td>
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<tr>
<td>OHS</td>
<td>Occupational Health and Safety</td>
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<tr>
<td>JHSC</td>
<td>Joint Health and Safety Committee</td>
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<tr>
<td>OSHA</td>
<td>Occupational Safety and Health Administration (USA)</td>
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<td>PPE</td>
<td>Personal Protective Equipment</td>
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<tr>
<td>SOP</td>
<td>Standard Operating Procedure (a set of fixed instructions or steps for carrying out usually routine operations)</td>
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I. OBJECTIVES

The objectives of the Lift Truck Safety Program include:

1) The prevention of workplace injury resulting from the unsafe operation of Lift Trucks through training, safe work procedures and reporting;
2) Compliance with the general duty clauses in the Act.

II. PHILOSOPHY

It is essential that lift truck operators are competent, equipment is in safe operating condition, that safe work procedures are developed and followed to comply with the relevant legislation and standards to ensure a safe workplace. This program assigns responsibilities and sets out the rules for the safe operation of lift trucks.

III. PROGRAM REVIEW

This program will be reviewed once every two years in consultation with the JHSCs and Health & Safety Reps.

IV. LEGISLATION AND STANDARDS

In the Occupational Health and Safety Act (OHSA) and Industrial Establishments Regulation R.R.O 1990, Reg.851 (Sections 6, 52, 54 to 59) there are applicable requirements regarding the safe use of lifting devices. In addition, there is also a safety standard on lift trucks specified in CSA (Canadian Standards Association) B335-04. Refer to Appendix I.

V. ROLES AND RESPONSIBILITIES

1.0 Department Heads of Areas with Lift Trucks in Use

1.1 Provide appropriate resources, including:

- Training,
- Equipment maintenance (as per manufacturer’s recommendations), and
- Standard operating procedures i.e., safe handling and the maintenance of the lift truck equipment, safe workplace procedures, etc.

1.2 Ensure that Area Supervisors are trained in workplace health and safety and in safe operating and maintenance procedures of the lift trucks used in their areas.

1.3 Ensure that Area Supervisors are responsible for making sure that employees are
trained in operating the equipment safely, equipment is maintained in safe operating condition and employees follow safe operating procedures.

1.4 Submit copies of completed annual inspection of lift truck equipment to OHS (Kinsmen building, 8 Chimney Stack road) and the respective Area Health and Safety Officer or senior manager, as applicable.

1.4.1 Submit information of modified equipment(s) and engineering report (if applicable) used in the area to OHS (Kinsmen Building, 8 Chimney stack road) and respective Area Health and Safety Officer or senior manager, as applicable.

1.4.2 Submit information about equipment no longer being used in the area to OHS (Kinsmen Building, 8 Chimney stack road) and Area Health and Safety Officer or senior manager, as applicable.

2.0 Area Supervisors

2.1 Ensure that proper and up-to-date lift truck training is provided to lift truck operators.

2.2 Ensure that only trained employees operate lift trucks.

2.3 Ensure that lift truck operators wear appropriate PPE while operating lifting devices.

2.4 Shall ensure that employees inspect equipment, as per the Daily Safety Inspection (please refer to Appendix II), documenting daily inspections and reporting any deficiencies that are found. Take appropriate corrective action when deficiencies are identified, up to and including lockout of equipment.

2.5 Maintain the safe operating condition of the lift devices, document maintenance and keep records for the duration of the lift truck’s presence in that area.

2.6 Periodically audit the procedure for lift trucks and recommend improvements or modifications (if needed) to the Department Head for review and implementation. The audit shall include confirmation that:

- All operators have been trained,
- Daily inspections are completed,
- Deficiencies are documented and corrective actions are timely, and
- Preventive maintenance is performed.

3.0 Area Employees

3.1 Use a lift truck only if trained.
3.2 Attend lift truck training as directed by the Area Supervisor.

3.3 Inspect the lift truck prior to its use (i.e., at the beginning of each day or shift, depending on frequency of usage) and document the inspection, as per the Daily Lift Truck Safety Inspection Checklist (please refer to Appendix II). Inspect the lift truck before use if there is a change of custody. Report problems immediately to the Area Supervisor.

3.4 Follow the Safety Rules of Lift Truck Operators (please refer to Section VIII, part 3.0).

3.5 Immediately report to the Area Supervisor incidents that cause or have the potential to cause injury, illness, property loss, quality loss, productivity loss, and/or a release to the environment.

VI. TRAINING and CERTIFICATION

Only individuals with valid training can operate lift truck equipment.

Lift truck operator training requires both a theoretical and a practical component. Such training can be arranged through OHS.

A. New and Transferred Employees

1.0 Theoretical Training

1.1 Theoretical training of new and transferred employees is to be provided by an approved and certified Lift Truck Operator training organization. It shall include, as a minimum:

- Eight hours of instruction for high lifts or four hours of instruction for low lifts or ground transports, as well as additional time for each truck type to be used and each attachment to be used,
- Instruction on general safety procedures, applicable regulations and rules, basic principles of lift truck operation, load handling and lift truck handling, identification of lift trucks, their attachments and use, familiarity with the Operator’s Manual supplied by the lift truck manufacturer, and knowledge of emergency procedures, and
- Evaluation of the above theoretical information (e.g., a test).

2.0 Practical Training

2.1 Practical training of new and transferred employees is to be provided by the Area
Supervisor or some other individual deemed by the Area Supervisor to be adequately knowledgeable and certified to perform training. Practical training is normally completed prior to the start of the theoretical component of training.

Practical training shall include as a minimum:

- Eight hours of instruction for high lifts or four hours of instruction for low lifts or ground transports,
- Instruction on all applicable standard operating and safety procedures as they relate to lift truck use at York University (i.e., Daily Lift Truck Safety Inspection Checklists, Safety Rules for Lift Truck Operators),
- Practical training to demonstrate skills and understanding relating to the safe operation of the specific classification of lift truck to which the employees are assigned, including operation of the lift truck within safety limits, operating techniques, basic principles of lift truck handling, load handling and loading and unloading, and
- Evaluation of the above skills and knowledge (e.g., a test)
- Evaluation of the practical training is also completed by the approved and certified lift truck operator training agency that completed the theoretical training.

B. Continuing Employees

1.1 On-going employee evaluation on the skills detailed in 1.1 and 2.1, above, shall be conducted by the Area Supervisor or his/her representative. Any deficiencies shall be noted and rectified by the Area Supervisor via corrective measures (e.g., additional training, disciplinary action).

1.2 Re-certification shall be completed at intervals not exceeding two years or in the case of an accident or incident attributable to operator error. Refresher courses shall be tailored to the individual area needs, shall be of minimum 2-hour duration, and shall include, as a minimum, the skills detailed in 1.1 and 2.1, above.

1.3 Upgrading training shall be given to lift truck operators when new equipment is acquired, existing equipment is modified, operating conditions or the operating environment change, or applicable legislation changes. Upgrading training shall also include the skills detailed in 1.1 and 2.1, above.

C. Documentation

Area Supervisors & OHS shall maintain training records of all employees and submit training records to OHS.
VII. INSPECTION

1.0 New or Modified Equipment Safety Inspection

1.1 A safety inspection of new or modified lift truck equipment shall be performed by a qualified professional (e.g., lift truck supplier or manufacturer). The inspection shall include the determination of its capability of handling the maximum load as rated (Reg. 85, sec.51 (1)). The maximum rated load should be marked.

1.2 All documentation relating to this inspection shall be kept by the Area Supervisor for the duration of the lift truck’s presence in that area.

2.0 Annual Inspection

2.1 At least annually (not less frequent than recommended by the manufacturer) each lift truck shall be thoroughly examined…. (see sect. 51(1) (b). The examination shall be performed by a competent person designated by the Area Supervisor. Any requirements for repair or replacement of the lift truck or its components shall be rectified prior to the lift truck being returned to regular use.

2.2 The inspection shall be performed in accordance with the manufacturer’s recommendations. At a minimum, the annual inspection shall include inspection of: (Refer to Appendix III)

- Forks,
- Attachments,
- Movement,
- Lift chains,
- Mast,
- Hydraulic system,
- Welds and fasteners,
- Brakes,
- Tires,
- Battery,
- Counterweight,
- Transmission,
- Steering, and
- Safety and warning devices.

2.3 All documentation relating to this inspection shall be kept by the Area Supervisor for the duration of the lift truck’s presence in that area.

2.4 Department heads shall submit to OHS (Kinsmen building, 8 Chimney Stack road) and the area’s Area Health and Safety Officer or senior manager, as applicable, copies of annual lift truck inspections.
3.0 Daily Safety Inspection

3.1 Inspect the lift truck prior to its use (e.g., at the beginning of each day or shift, depending on frequency of usage) and document the inspection, as per the Daily Lift Truck Safety Inspection Checklist (please refer to Appendix II).

3.2 The Area Supervisor shall keep copies of the daily inspection forms for at least one year and shall regularly (e.g., once per month) verify that the checklists are being used properly. This verification should be documented in some manner (e.g., initial and date the last checklist for that month). The Area Supervisor shall also investigate problems and implement corrective actions, up to and including lockout of the lift truck.

VIII. STANDARD OPERATING PROCEDURES: LIFT TRUCK OPERATOR

1.0 Requirements

1.1 A Standard Operating Procedure (SOP) specific to each area must be developed by the Area Supervisor in consultation with the Department Head, the Department of Occupational Health and Safety or other relevant party (e.g., the local Joint Health and Safety Committee).

1.2 The Owner’s Manual provided by the manufacturer must be made readily available to employees within the area where the lift truck will be regularly used.

2.0 Daily Safety Inspection

2.1 Inspect the lift truck prior to its use (e.g., at the beginning of each day or shift, depending on frequency of usage) and document the inspection, as per the Daily Lift Truck Safety Inspection Checklist (please refer to Appendix II).

2.2 If operators change during the shift, the new operator shall also complete a walk around inspection that shall include the same items listed in the daily inspection although documentation of such a walk around inspection is not required, unless deficiencies are identified.

2.3 Deficiencies identified during inspections or during operation are to be brought to the Area Supervisor’s attention immediately.

2.4 The Area Supervisor shall keep copies of the daily inspection forms for at least one year and shall regularly (e.g., once per month) verify that the checklists are being properly used. This verification should be documented in some manner (e.g., initial and date the last checklist for that month). The Area Supervisor shall also
investigate problems and implement corrective actions, up to and including lockout of the lift truck.

3.0 Safety Rules for Lift Truck Operators

3.1 As a minimum, employers should ensure that the following existing regulatory requirements (MOL Guideline) are complied with:

- no part of a load must pass over any worker;
- a lift truck left unattended must be immobilized and secured against accidental movement and forks, buckets or other attachments must be in the lowered position or firmly supported;
- no load may exceed the maximum rated load and loads must be handled in accordance with the height and weight restrictions on the vehicle's load chart;
- when a load is in the raised position, the controls must be attended by an operator;
- if an operator does not have a clear view, a signaller who has been instructed in a code of signals for managing traffic in the workplace must be used;
- loads must be carried as close to the ground or floor as the situation permits;
- loads that may tip or fall and endanger a worker must be secured;
- where a lift truck is required to enter or exit a vehicle to load or unload, that vehicle must be immobilized and secured against accidental movement;
- a lift truck must not be used to support, raise or lower a worker on a construction site and must only be so used in an industrial establishment if the work is carried out in accordance with Regulation 851 (Section 52);
- barriers, warning signs, designated walkways or other safeguards must be provided where pedestrians are exposed to the risk of collision.

In addition to the safe operating procedures above, the operators shall:

- Always use a seatbelt when vehicle is equipped with a ROPS (roll over protection system)
- Always face the direction of travel.
- Before travel, check that the path is clear of people and obstruction and that the floor is free of debris.
- During travel, keep to the right.
- Push the forks all the way under the load and centre the load.
- Do not carry unstable loads.
- When moving on grades, such as ramps, drive with the load upgrade.
- Do not turn on an incline.
- Avoid quick starts, sharp turns and sudden stops. Come to a complete stop and check path before changing direction.
- Make a complete stop at doors, corners and exits. Sound the horn and continue slowly.
- Pedestrians always have the right of way.
- Whether loaded or empty, travel with forks lowered usually three to four inches from the ground.
- Do not raise or lower loads during travel.
- When lifting, lowering and carrying loads, tilt the mast back.
- Check clearances before raising loads.
- Never allow anyone else to ride on the vehicle, including the forks.
- Never raise an employee on the forks, unless on a secured platform designed specifically for this task.
- Do not enter a trailer unless the trailer wheels are chocked or secured with a trailer/dock locking mechanism.
- Do not drive toward anyone who is in front of a fixed object or wall.
- Keep your body inside the operator’s compartment at all times.
- Lift trucks must be safely parked when not in use. The controls are to be in neutral, power shut off, brakes set, key removed, and forks lowered to the floor.
- Do not park in such a way that you obstruct walkways/aisle and do not park on an incline.
- Wear appropriate PPE as required.

3.2 Any deviations from the above noted safety rules shall be noted and rectified by the Area Supervisor via corrective measures (e.g., additional training, disciplinary action).
IX. RESOURCES

Resources used in the creation of this program included:


- Ontario Regulation for Industrial Establishments, O. Reg. 851/90, as amended by O. Reg. 516/92, 630/94, 230/95, 450/97, 144/99, 824/99, 528/00, 488/01 and 629/05.


APPENDIX I: Relevant Legislation & Standards

1. **Occupational Health and Safety Act**
   1. [Subsection 1(1)]
   2. [Clauses 25(1)(b) and 25(2)(a)(c)(d)(h)]
   3. [Subsection 31(1)]

2. **Regulation for Industrial Establishments, Regulation 851**
   1. [Section 6] (Retention of reports and records)
   2. [Subsections 51(1) and (2)] (Lifting devices operation, inspection and construction)
   3. [Subsection 51(5)] (Limit switches)
   4. [Section 52] (Raising or lowering a worker)
   5. [Sections 54 to 59] (Mobile equipment, Material handling equipment)

3. **Canadian Standards Association (CSA)**

   B335-04 Safety Standard for Lift Trucks

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APPENDIX II. Sample Lift Truck Daily Circle Safety Checklists
(Ref. Occupational Safety & Health Administration (OSHA, USA)}
# DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

## ELECTRIC LIFT TRUCK

**Week of:** ____________ to ____________  
**Department:** ________________  
**Location:** ________________  
**Area Supervisor:** ________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
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<tr>
<td><strong>KEY OFF Procedures:</strong></td>
<td><strong>KEY ON Procedures:</strong></td>
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<tr>
<td>- Visual inspection of</td>
<td>- Visual inspection of gauges</td>
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<tr>
<td>- Overhead guard</td>
<td>- Hour meter</td>
</tr>
<tr>
<td>- Hydraulic cylinders</td>
<td>- Battery discharge indicator</td>
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<tr>
<td>- Mast assembly</td>
<td>- Test standard equipment</td>
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<tr>
<td>- Lift chains and rollers</td>
<td>- Steering</td>
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<tr>
<td>- Lift</td>
<td>- Brakes</td>
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<tr>
<td>- Chains and rollers</td>
<td>- Front/tail/brake lights</td>
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<tr>
<td>- Forks</td>
<td>- Horn</td>
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<tr>
<td>- Tires</td>
<td>- Safety seat (if applic.)</td>
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<tr>
<td>- Examine the battery*</td>
<td>- Check the operation of load-handling attachments</td>
</tr>
<tr>
<td>- Check the hydraulic fluid level*</td>
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</tr>
<tr>
<td>* Can be done once every 10 uses or monthly, as needed.</td>
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**Electric Forklift Truck**

![Electric Forklift Truck Diagram](image)

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<tr>
<td><strong>KEY OFF Procedures:</strong></td>
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<td>- Visual inspection of</td>
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**Electric Forklift Truck**

![Electric Forklift Truck Diagram](image)
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**KEY OFF Procedures:**
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains and rollers
  - Forks
  - Tires
- Examine the battery*
- Check the hydraulic fluid level*

* Can be done once every 10 uses or monthly, as needed.

**KEY ON Procedures:**
- Visual inspection of gauges
  - Hour meter
  - Battery discharge indicator
- Test standard equipment
  - Steering
  - Brakes
  - Front/tail/brake lights
  - Horn
  - Safety seat (if applicable)
- Check the operation of load-handling attachments

---

**Electric Forklift Truck**

*IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!*
DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST
ELECTRIC TRANSTACKER

Week of: ________________ to ________________  Department: ________________
Location: ________________  Area Supervisor: ________________

Date: ________________  Inspector: ________________

KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - Battery cables
  - Safety door

KEY ON Procedures:
- Visual inspection of gauges
  - Battery discharge indicator
  - Hour meter
- Test standard equipment
  - Steering
  - Brakes
  - Lights
  - Horn
- Test control lever
- Check operation of load-handling attachments

Date: ________________  Inspector: ________________

KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - Battery cables
  - Safety door

KEY ON Procedures:
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**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST
INDOOR PROPANE TOW TRACTOR

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<tr>
<td> Water temperature gauge</td>
<td></td>
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<tr>
<td> Hour meter</td>
<td></td>
</tr>
<tr>
<td>ENGINE RUNNING Procedures:</td>
<td></td>
</tr>
<tr>
<td>o Inspect standard equipment</td>
<td></td>
</tr>
<tr>
<td> Steering</td>
<td></td>
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<tr>
<td> Brakes</td>
<td></td>
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<tr>
<td> Horn</td>
<td></td>
</tr>
<tr>
<td> Safety seat (if applic.)</td>
<td></td>
</tr>
<tr>
<td>o Check transmission fluid level*</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>KEY OFF Procedures:</td>
<td>Indoor Tow Tractor</td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td></td>
</tr>
<tr>
<td> Fluid leakage</td>
<td></td>
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<tr>
<td> Tires</td>
<td></td>
</tr>
<tr>
<td> Tow hook</td>
<td></td>
</tr>
<tr>
<td> Windshield (if applicable)</td>
<td></td>
</tr>
<tr>
<td> Overhead guard (if applicable)</td>
<td></td>
</tr>
<tr>
<td> LPG tank/locator pin</td>
<td></td>
</tr>
<tr>
<td> LPG tank hose</td>
<td></td>
</tr>
<tr>
<td> Gas gauge</td>
<td></td>
</tr>
<tr>
<td>o Check engine oil &amp; coolant levels*</td>
<td></td>
</tr>
<tr>
<td>o Examine the battery*</td>
<td></td>
</tr>
<tr>
<td>* Can be done once every 10 uses or monthly, as needed.</td>
<td></td>
</tr>
</tbody>
</table>
### KEY OFF Procedures:
- Visual inspection of:
  - Fluid leakage
  - Tires
  - Tow hook
  - Windshield (if applicable)
  - Overhead guard (if applicable)
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Check engine oil & coolant levels*
- Examine the battery*
* Can be done once every 10 uses or monthly, as needed.

### KEY ON Procedures:
- Test front, tail and brake lights
- Visual inspection of gauges
  - Oil pressure gauge
  - Ammeter
  - Water temperature gauge
  - Hour meter

### ENGINE RUNNING Procedures:
- Inspect standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applicable)
- Check transmission fluid level*

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
**DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST**  
**INDUSTRIAL TOW TRACTOR**

Week of: ________________ to ________________  
Department: __________________

Location: __________________________  
Area Supervisor: ____________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspector</th>
<th>KEY OFF Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>□ Windshield</td>
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<tr>
<td></td>
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<td>□ Tires</td>
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<tr>
<td></td>
<td></td>
<td>□ Three-point hitch</td>
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<tr>
<td></td>
<td></td>
<td>assembly</td>
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<td>o Check engine oil and</td>
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<td></td>
<td>engine coolant levels*</td>
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</tbody>
</table>

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<tr>
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<th>Inspector</th>
<th>KEY ON Procedures:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>o Visual inspection of gauges</td>
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<tr>
<td></td>
<td></td>
<td>□ Oil and battery lights</td>
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<tr>
<td></td>
<td></td>
<td>□ Temperature</td>
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<td></td>
<td></td>
<td>□ Hour meter</td>
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<td></td>
<td></td>
<td>o Inspect standard equipment</td>
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<tr>
<td></td>
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<td>□ Steering</td>
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<td></td>
<td>□ Front, tail and brake lights</td>
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<tr>
<td></td>
<td></td>
<td>□ Horn</td>
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</tbody>
</table>

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<th>ENGINE RUNNING Procedures:</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>o Inspect standard equipment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Windshield wiper</td>
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<tr>
<td></td>
<td></td>
<td>□ Brakes</td>
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<tr>
<td></td>
<td></td>
<td>□ Hoist operation</td>
</tr>
</tbody>
</table>
### KEY OFF Procedures:
- Visual inspection of
  - Windshield
  - Tires
  - Three-point hitch assembly
- Check engine oil and engine coolant levels*  
  * Can be done once every 10 uses or monthly, as needed.

### KEY ON Procedures:
- Visual inspection of gauges
  - Oil and battery lights
  - Temperature
  - Hour meter
- Inspect standard equipment
  - Steering
  - Front, tail and brake lights
  - Horn

### ENGINE RUNNING Procedures:
- Inspect standard equipment
  - Windshield wiper
  - Brakes
  - Hoist operation

---

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
**DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST**

**ORDER PICKER**

Week of: ________________ to ________________  Department:_________________

Location:_________________________  Area Supervisor:_________________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
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<tbody>
<tr>
<td><strong>KEY OFF Procedures:</strong></td>
<td><strong>KEY ON Procedures:</strong></td>
</tr>
<tr>
<td>o Visual inspection of</td>
<td>o Check battery discharge indicator</td>
</tr>
<tr>
<td>□ Hoist lines, cables and chains</td>
<td>o Test standard equipment</td>
</tr>
<tr>
<td>□ Hour meter</td>
<td>□ Safety interlock</td>
</tr>
<tr>
<td>□ Tires</td>
<td>□ Steering</td>
</tr>
<tr>
<td>□ Battery cables</td>
<td>□ Brakes</td>
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<tr>
<td>□ Limiting device</td>
<td>□ Lights</td>
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<td></td>
<td>□ Horn</td>
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<tr>
<td></td>
<td>□ Visual inspection of</td>
</tr>
<tr>
<td></td>
<td>□ Gripper jaws</td>
</tr>
<tr>
<td></td>
<td>□ Work platform</td>
</tr>
</tbody>
</table>

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**Order Picker**

- Hoist lines, cables, and chains
- Battery
- Hour Meter
- Tires

---

**Order Picker**

- Hoist lines, cables, and chains
- Battery
- Hour Meter
- Tires

---

**Order Picker**

- Hoist lines, cables, and chains
- Battery
- Hour Meter
- Tires
**KEY OFF Procedures:**
- Visual inspection of
  - Hoist lines, cables, and chains
  - Hour meter
  - Tires
  - Battery cables
  - Limiting device

**KEY ON Procedures:**
- Check battery discharge indicator
- Test standard equipment
  - Safety interlock
  - Steering
  - Brakes
  - Lights
  - Horn
- Visual inspection of
  - Girpper jaws
  - Work platform

**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST
PROPANE LIFT TRUCK

Week of: ____________________ to ____________________ Department: ____________________

Location: ____________________ Area Supervisor: ____________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>

**KEY OFF Procedures:**
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank hose
  - Gas gauge
- Examine the battery*
- Check engine oil, hydraulic fluid and engine coolant levels*

* Can be done once every 10 uses or monthly, as needed.

**ENGINE RUNNING Procedures:**
- Visual inspection of gauges
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- Test standard equipment
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if appl.)
- Check operation of load-handling attachments
- Check transmission fluid level*

---

<table>
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<tr>
<th>Date:</th>
<th>Inspector:</th>
</tr>
</thead>
</table>

**KEY OFF Procedures:**
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank hose
  - Gas gauge
- Examine the battery*
- Check engine oil, hydraulic fluid and engine coolant levels*

* Can be done once every 10 uses or monthly, as needed.

**ENGINE RUNNING Procedures:**
- Visual inspection of gauges
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- Test standard equipment
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if appl.)
- Check operation of load-handling attachments
- Check transmission fluid level*
Date: Inspector:

KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank hose
  - Gas gauge
- Examine the battery*
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* Can be done once every 10 uses or monthly, as needed.

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- Visual inspection of gauges
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- Test standard equipment
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if applicable)
- Check operation of load-handling attachments
- Check transmission fluid level*

Date: Inspector:

KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
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- Test standard equipment
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if applicable)
- Check operation of load-handling attachments
- Check transmission fluid level*

Date: Inspector:

KEY OFF Procedures:
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
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  - Tires
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  - Gas gauge
- Examine the battery*
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ENGINE RUNNING Procedures:
- Visual inspection of gauges
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- Test standard equipment
  - Steering
  - Front, tail and brake lights
  - Brakes
  - Horn
  - Safety seat (if applicable)
- Check operation of load-handling attachments
- Check transmission fluid level*

IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!
DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

REACH TRUCK

Week of: ________________ to __________________ Department: __________________
Location: __________________ Area Supervisor: __________________

Date: Inspector:

<table>
<thead>
<tr>
<th>KEY OFF Procedures:</th>
<th>Reach Truck</th>
<th>KEY ON Procedures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Visual inspection of</td>
<td>Mast assembly</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
<td>□ Overhead guard</td>
<td>Lift chains and rollers</td>
<td>□ Battery discharge indicator</td>
</tr>
<tr>
<td>□ Hydraulic cylinders</td>
<td>Hydraulic cylinders</td>
<td>□ Hour meter</td>
</tr>
<tr>
<td>□ Mast assembly</td>
<td>Safety door</td>
<td>□ Test standard equipment</td>
</tr>
<tr>
<td>□ Lift chains/rollers</td>
<td>Hydraulic fluid</td>
<td>□ Steering</td>
</tr>
<tr>
<td>□ Forks</td>
<td>Tires</td>
<td>□ Brakes</td>
</tr>
<tr>
<td>□ Tires</td>
<td>Battery cables</td>
<td>□ Lights</td>
</tr>
<tr>
<td>□ Battery cables</td>
<td>Safety door</td>
<td>□ Horn</td>
</tr>
<tr>
<td>□ Safety door</td>
<td>Hydraulic fluid</td>
<td>□ Test control lever</td>
</tr>
<tr>
<td>□ Hydraulic fluid</td>
<td></td>
<td>□ Check operation of load-handling attachments</td>
</tr>
</tbody>
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Date: Inspector:

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<tr>
<th>KEY OFF Procedures:</th>
<th>Reach Truck</th>
<th>KEY ON Procedures:</th>
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</thead>
<tbody>
<tr>
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<td>Mast assembly</td>
<td>o Visual inspection of gauges</td>
</tr>
<tr>
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<td>Lift chains and rollers</td>
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<td>□ Hour meter</td>
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<td>Safety door</td>
<td>□ Test standard equipment</td>
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<td>Hydraulic fluid</td>
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<td>Tires</td>
<td>□ Brakes</td>
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<td>Battery cables</td>
<td>□ Lights</td>
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<td>Lift chains and rollers</td>
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<td>Hydraulic fluid</td>
<td>□ Steering</td>
</tr>
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<td>□ Forks</td>
<td>Tires</td>
<td>□ Brakes</td>
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<tr>
<td>□ Tires</td>
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<tr>
<td>□ Battery cables</td>
<td>Safety door</td>
<td>□ Horn</td>
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<td>□ Safety door</td>
<td>Hydraulic fluid</td>
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**KEY OFF Procedures:**
- Visual inspection of
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - Battery cables
  - Safety door
  - Hydraulic fluid

**KEY ON Procedures:**
- Visual inspection of gauges
  - Battery discharge indicator
  - Hour meter
- Test standard equipment
  - Steering
  - Brakes
  - Lights
  - Horn
- Test control lever
- Check operation of load-handling attachments

---

**Date:**

**Inspector:**

**If you discover any problems, report to your supervisor immediately and do not use the lift truck!**
## DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST
### RIDING GRIP TOW TRACTOR

Week of: ________________ to ________________  Department:_________________

Location:________________________  Area Supervisor:________________________

<table>
<thead>
<tr>
<th>Date:</th>
<th>Inspector:</th>
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<tbody>
<tr>
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<tr>
<td></td>
<td>Lines and hoses</td>
<td>Check drive operations</td>
</tr>
<tr>
<td></td>
<td>Battery</td>
<td>Test horn</td>
</tr>
<tr>
<td></td>
<td>Safety switch</td>
<td>Check grip coupling</td>
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<tr>
<td></td>
<td>Hand guards</td>
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<td></td>
<td></td>
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**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
# Daily Lift Truck Safety Inspection Checklist

**Stand-Up Riding Tow Tractor**

<table>
<thead>
<tr>
<th>Date</th>
<th>Inspector</th>
<th>O Visual inspection of</th>
<th>Operations inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Lines and hoses</td>
<td>Test brakes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Battery</td>
<td>Check drive operations</td>
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<td></td>
<td></td>
<td>Safety switch</td>
<td>Test horn</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hand guards</td>
<td>Check tow hook and safety catch</td>
</tr>
</tbody>
</table>

IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!
# DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

## WALKING PALLET TRUCK

**Week of: __________________** to __________________

**Department: __________________**

**Location: __________________**

**Area Supervisor: __________________**

**Date:** __________________

**Inspector:** __________________

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

- **Operations inspection**
  - Check drive operations
  - Test brakes
  - Check horn
  - Inspect load-handling attachment operations

---

**Date:** __________________

**Inspector:** __________________

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

- **Operations inspection**
  - Check drive operations
  - Test brakes
  - Check horn
  - Inspect load-handling attachment operations

---

**Date:** __________________

**Inspector:** __________________

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

- **Operations inspection**
  - Check drive operations
  - Test brakes
  - Check horn
  - Inspect load-handling attachment operations

---

**Date:** __________________

**Inspector:** __________________

- **Visual inspection of**
  - Forks
  - Battery
  - Hand guards

- **Operations inspection**
  - Check drive operations
  - Test brakes
  - Check horn
  - Inspect load-handling attachment operations

---

*IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!*
## DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

**WALKING TRANSTACKER**

<table>
<thead>
<tr>
<th>Week of: ________________ to ________________</th>
<th>Department: __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: ____________________</td>
<td>Area Supervisor: ____________________</td>
</tr>
</tbody>
</table>

### Visual inspection of
- Forks
- Battery
- Hand guards

### Operations inspection
- Check drive operations
- Test brakes
- Check horn
- Inspect load-handling attachment operations

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**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
# DAILY LIFT TRUCK SAFETY INSPECTION CHECKLIST

**YARD LIFT TRUCK**

Week of: ________________ to ________________  
Department: __________________

Location: ____________________  
Area Supervisor: ____________________

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**KEY OFF Procedures:**
- Visual inspection of:
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains/rollers
  - Forks
  - Tires
  - LPG tank/locator pin
  - LPG tank hose
  - Gas gauge
- Examine the battery*
- Check engine oil, hydraulic fluid and engine coolant levels*

* Can be done once every 10 uses or monthly, as needed.

**Yard Forklift**

**KEY ON Procedures:**
- Test standard equipment
  - Front, tail and brake lights
  - Fuel gauge (if diesel)
  - Windshield wiper and heater*

**ENGINE RUNNING Procedures:**
- Visual inspection of:
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Ammeter
  - Hour meter
  - Water temperature gauge
- Test standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if appl.)
- Check operation of load-handling attachments
- Check transmission fluid level*

* Can be done once every 10 uses or monthly, as needed.

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**IF YOU DISCOVER ANY PROBLEMS, REPORT TO YOUR SUPERVISOR IMMEDIATELY AND DO NOT USE THE LIFT TRUCK!**
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  - Forks
  - Tires
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* Can be done once every 10 uses or monthly, as needed.

**KEY ON Procedures:**
- Test standard equipment
  - Front, tail and brake lights
  - Fuel gauge (if diesel)
  - Windshield wiper and heater*

**ENGINE RUNNING Procedures:**
- Visual inspection of gauges
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Ammeter
  - Hour meter
  - Water temperature gauge
- Test standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if applicable)
- Check operation of load-handling attachments
- Check transmission fluid level*

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APPENDIX III

DETAILED INSPECTION REQUIREMENTS
DETAILED INSPECTION REQUIREMENTS

NB: Some of these items must be checked daily (i.e., prior to each use of the lift truck) while others can be checked once every 10 uses or monthly, as needed. Consult daily lift truck inspection checklist or manufacturer’s recommendations.

Battery Check: Are the cell caps and terminal covers in place? Are the cables missing insulation?

Brakes: Does the pedal go all the way to the floor when you apply the service brake? If so, that is the first indicator that the brakes are in poor condition. Do the brakes work properly in reverse as well? Does the parking brake work? The truck should not be capable of movement when the parking brake is engaged.

Control Lever: Does the lever operate properly?

Engine Coolant: Visually check the level. Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect your hand.

Engine Oil: Are the levels okay?

Forks: Are they cracked, bent, worn, or mismatched? Is there excessive oil or water on the forks?

Gauges: Are they all properly working?

Gripper Jaws: Found on order pickers. Do the jaws open and close quickly and smoothly?

Hand Guards: Found on stand up riding tow tractors, walking pallet trucks and walking transtackers. Are they in place?

Horn: Does the horn work?

Hydraulic Cylinders: Is there leakage or damage on the lift, tilt and attachment functions of the cylinders?

Hydraulic Fluid: Is the level okay?

Lift Chains/Rollers: Is there wear, damage, kinks, signs of rust, or any sign that lubrication is required? Is there squeaking?

Lights: If equipped with lights, are they working properly?

Load-handling Attachments: Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift? Is there excessive oil on the cylinders?
Mast Assembly: Are there broken welds, cracked or bent areas, and worn or missing stops?

Overhead Guard: Are there broken welds, missing bolts or damaged areas?

Propane Hose: Is it damaged? It should not be frayed, pinched, kinked, or bound in any way. Is the connector threaded on squarely and tightly?

Propane Odour: If you detect a propane gas odour, turn off the tank valve and report the problem to your supervisor immediately.

Propane Tank: Is the tank guard bracket properly positioned and locked down?

Safety Door: Found on stand up rider models. Is it in place?

Safety Interlock: Found on order pickers. If the gate is open, does the vehicle run?

Safety Seat: If the truck is equipped with a safety seat, is it working?

Safety Switch: Found on stand up riding tow tractors. Is it working properly?

Seat Belts: Do they work properly? Is there any sign of deterioration?

Steering: Is there excessive free play? If power steering is present, is the pump working? Are there any problems while traveling in forward or reverse?

Tires: What do the tires look like? Are there large cuts that go around the circumference of the tire? Are there large pieces of rubber missing or separated from the rim? Are there missing lugs? Is there bond separation that may cause slippage?

Tow Hook: Does it engage and release smoothly? Does the safety catch work properly?

Transmission Fluid: Are the levels okay?

Windshield Wipers: Do they work properly?

Work Platform: Found on order pickers. Does the platform raise and lower smoothly?