

WAREHOUSE AND MATERIAL HANDLING

# SAFETY CHECKLIST

## PART IV: FORKLIFT-SPECIFIC



# The Ultimate Checklist

## TO ENSURE WAREHOUSE SAFETY

The rate of fatal injuries in warehouses is higher than average across all U.S. industries. That's according to OSHA — the U.S. Occupational Safety and Health Administration.

### AND WHAT IS OSHA'S #1 SAFETY CONCERN?

The unsafe use of forklifts. That's because the most frequent OSHA safety violations in warehouses are lift truck accidents.

So what can you do to reduce the risk of accidents and injuries in your warehouse? And, especially, how can you avoid forklift safety incidents?

ELOKON, a global leader in automated forklift safety technology, has compiled this comprehensive Warehouse Safety Checklist, per OSHA guidelines.

Our Warehouse Safety Checklist has four parts:

**OVERALL WAREHOUSE SAFETY**

**HAZARDOUS MATERIALS SAFETY**

**GENERAL MATERIALS HANDLING SAFETY**

**FORKLIFT-SPECIFIC SAFETY**

For more information on ELOKON's safety technology, please visit <https://www.elokon.com/en-US/>.



## FORKLIFT-SPECIFIC SAFETY CHECKLIST

01

Ensure all industrial vehicles (forklifts/lift trucks) meet the design and construction requirements of the American National Standard for Powered Industrial Trucks, Part II ANSI B56.1-1969.



02

Ensure any modifications to industrial trucks that might affect their capacity or safe operation have the truck manufacturer's written approval.



03

Ensure that the nameplates and markings required on industrial trucks (including specifications and capacity) are legible and properly placed.



04

Train all industrial truck operators to use equipment safely, as required by OSHA regulation 29 CFR 1910.178. OSHA particularly emphasizes training lift truck operators on:



- Understanding site-specific hazards (e.g., low doorways, slippery surfaces, intersections, and pedestrian traffic areas).
- Using a seatbelt.
- Understanding capacity ratings, center of gravity (as affected by lift height, gradients, and cornering speeds), fork load stability, and rules for lifting/dropping/stacking loads.
- Obeying traffic regulations, including speed limits (OSHA recommends 5 mph), maintaining clear view of travel path, slowing at aisle intersections, sounding horn while cornering, etc.
- Maintaining safe distance from edges of ramps, platforms, docks, truck beds, railcars, etc.
- Maintaining sufficient headroom above raised forks/loads (e.g., under overhead lights, pipes, and sprinklers).
- Leaving a lift truck unattended ONLY after the forks are down, controls neutralized, power shut off, and brakes set.
- Prohibiting any "stunt driving" or "horseplay."

## FORKLIFT-SPECIFIC SAFETY CHECKLIST

05

Ensure that industrial trucks that handle hazardous materials are properly approved and marked for such use.



06

Ensure that all industrial truck operators are at least 18 years old, and that only properly trained, authorized operators have access to industrial trucks, as stipulated by OSHA rules.



07

Re-evaluate / recertify each industrial truck operator at least once every three years, including re-licensing and medical clearance as applicable.



08

Conduct refresher training for industrial truck operators whenever: they have an accident or near-miss incident; they use a vehicle in an unsafe manner; they are assigned to drive a new type of truck they are not trained on; any workplace conditions change that might affect safe truck operation.



09

Implement policies and procedures for performing OSHA-mandated safety inspection checklists on industrial trucks before they are placed into service. And establish consequences for failure to do so. OSHA particularly emphasizes the good working condition of overhead guards to protect lift truck operators from falling objects.



10

Implement policies, procedures, and discipline processes for operators who have accidents and / or near misses.



11

Implement policies and procedures for safely refueling diesel and LPG industrial trucks. OSHA especially emphasizes refueling only with truck engine off, and proper handling of LPG cylinders.



## FORKLIFT-SPECIFIC SAFETY CHECKLIST

12

Implement policies and procedures for safely charging batteries for electric industrial trucks. OSHA particularly stresses limiting charging to designated areas, providing adequate ventilation, protecting chargers from truck collisions, neutralizing electrolyte spills, and preventing/extinguishing fires.



13

Implement policies and procedures for maintaining and repairing industrial trucks, including cleaning vehicles, replacing worn tires, using only parts that meet the safety specifications of the original truck design, and taking trucks out of service for unsafe conditions.



ELOKON. **LEAD WITH SAFETY.**

**ELOKON Inc.**  
271 17th Street NW, Suite 1750  
Atlanta, GA 30363  
P. +1 (678) 293-4089 E. [mail@elokon.com](mailto:mail@elokon.com)

**ELOKON GmbH**  
Gärtnerweg 49  
25436 Tornesch / GERMANY  
T. +49 4122 9570-0 E. [info@elokon.com](mailto:info@elokon.com)

**ELOKON GmbH**  
One Victoria Square  
Birmingham, B1 1BD West Midlands  
T. +44 121 3922499 E. [info@elokon.co.uk](mailto:info@elokon.co.uk)

**ELOKON Logistics Sp. z o.o.**  
ul. Tytoniowa 22  
04-228 Warszawa / POLAND  
T. +48 228 127138 E. [logistyka@elokon.pl](mailto:logistyka@elokon.pl)

**ELOKON**  
[www.elokon.com](http://www.elokon.com)

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