Forklift Safety

Toolbox Talks are intended to facilitate health and safety discussions. Find more Toolbox Talks on the Occupational Safety web page.

General Information

Forklifts are useful pieces of equipment to efficiently transport heavy loads. Ensuring operators and bystanders understand their purpose can increase the overall safety of a workplace if they are used and maintained properly.

Pre-Operation Safety

- Do not operate if you have not completed training and a driving test
- Complete the Inspection Checklist daily
  - Safety equipment, lights, tires, fluids, brakes, controls
- If damaged, take the machine out of service and report it to your supervisor immediately

Operator Safety

- Always wear your seatbelt
- Keep entire body inside the operation cage
- Drive with the load as low as possible and the mast tilted back to keep center of gravity within the stability triangle
- Drive in reverse when transporting large loads that obstruct the view
- Drive in reverse when traveling down ramps
- Sound the horn when reversing or approaching a blind corner or high traffic area
- Never transport a passenger on the lift or forks
- Do not transport loads beyond the lift capacity on the name plate
- Watch for bystanders or pedestrians, drive slowly if they are present

Post-Operation Safety

- Place the forks or load on the ground
- Turn the machine off when not in use, especially inside
- Ensure the parking brake is set before dismounting the machine

Discussion Date: ____________________________

Supervisor: ________________________________

Participants: ________________________________

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