



# 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:**