

# SAFE WORK PRACTICES

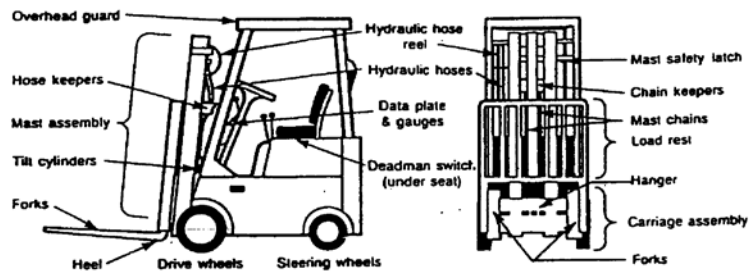
## FORKLIFT OPERATOR'S DAILY CHECK *Page 1 of 2*

*\*This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

Perform a walk around visual and operational check pre-shift. Inspect the general condition and cleanliness before getting on the forklift.

### Visual Pre-Startup Check:

1. Ensure fire extinguisher is present and charged.
2. LPG Gas and Diesel
  - engine oil level, fuel level, radiator water level
3. Electric:
  - electrolyte level
  - battery plug connections
  - battery caps (non missing)
  - battery cables (exposed wires)
  - ensure hold-downs are working
4. General
  - Check for fluid leaks – make sure hoses are held securely, not loose, worn or rubbing.
  - Check for damage – missing/loose bolts, nuts, guards, chains, hydraulic hose reels.
  - Check wheel/tire condition.
  - Check chain anchor pins (worn, loose or bent).
  - Check forks and ensure positioning latches are in working condition.
  - Make sure carriage teeth are not broken, chipped or worn.
  - Check the horn, signals and lights.
  - As you walk around the forklift check for objects on the ground that could cause an accident, overhead obstructions and nearby objects to avoid as you drive away.



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**Operational Pre-Use Check:**

1. Test operate all moving parts:
  - Foot brake – pedal holds, stops smoothly.
  - Parking brake – should hold against slight acceleration.
  - Dead man set brake – should hold when operator rises from seat.
  - Clutch and gearshift – smooth shifting, no jumping or jerking.
  - Noises.
  - Dash control panel – all lights and gauges operational.
  - Steering – smooth movement.
  - Control leavers.
  - Lift mechanism – raise forks to maximum height; lower forks completely checking for smooth operation.
  - Tilt mechanism – moves smoothly, holds; tilt mast all the way forward and backward checking for smooth operation.
  - Leaks – check cylinders and hoses for leaks after above checks.
2. Record/report any problems indentified and ensure proper maintenance and repairs are scheduled.