

National Forklift Safety Day Fact Sheet

In an effort to build a consistent message for National Forklift Safety Day, please review suggested general information below regarding forklift safety and the importance of operator training. These suggestions are intended only for your use in connection with National Forklift Safety Day.

These are only suggestions. Please feel free to use your own language regarding forklift safety.

Only trained and certified individuals can legally operate forklifts.

I. Operator Training: It's the Law. OSHA Regulation: 29CFR1910.178(l)

A. The Employer

- Must train
- Must evaluate
- Must certify
- Must re-train when:
 - Accident
 - Near miss
 - Observed unsafe behavior
 - Change in equipment or operating conditions
- Must re-evaluate every 3 years

B. Why Operator Safety Training?

- 70% of all industrial accidents are caused by operator error (National Safety Council).
- Effective training may reduce accident rates by 25-30% (OSHA).
- Following forklift operator training, OSHA found a 61% improvement in operator performance scores (OSHA).

C. No Underage Operators

- Fair Labor Standards Act regulations prohibit people under 18 years old from operating forklifts in non-agricultural settings.
- Minimum age for agriculture is 16 years.
- Department of Labor forklift sticker can be used to emphasize the message:



II. Training Program

A. Overview

- Regulation Essentials:
 - Training
 - Evaluation
 - Certification
- Regulation Topics:
 - Fundamentals
 - Forklift-specific
 - Workplace-specific

B. Fundamentals

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| <ul style="list-style-type: none"> <input type="checkbox"/> Know your forklift: <ul style="list-style-type: none"> ▪ Right forklift for the job ▪ Designated area ▪ Daily check/test prior to operating ▪ How to operate ▪ Operator's manual ▪ Warnings | <ul style="list-style-type: none"> <input type="checkbox"/> Know your application <input type="checkbox"/> Stay alert <input type="checkbox"/> Anticipate danger |
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C. Forklift-Specific Training Topics

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| <ul style="list-style-type: none"> <input type="checkbox"/> Warnings, instructions <input type="checkbox"/> Differences from automobile <input type="checkbox"/> Controls, instruments <input type="checkbox"/> Engine, motor <input type="checkbox"/> Steering, maneuvering <input type="checkbox"/> Visibility <input type="checkbox"/> Forks, attachments | <ul style="list-style-type: none"> <input type="checkbox"/> Capacity <input type="checkbox"/> Stability <input type="checkbox"/> Inspection, maintenance <input type="checkbox"/> Refueling, recharging <input type="checkbox"/> Operating limits <input type="checkbox"/> Operator's manual |
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D. Workplace-Specific Training Topics

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| <ul style="list-style-type: none"> <input type="checkbox"/> Surface conditions <input type="checkbox"/> Load composition and stability <input type="checkbox"/> Pedestrian traffic <input type="checkbox"/> Narrow aisles, restricted places | <ul style="list-style-type: none"> <input type="checkbox"/> Hazardous locations <input type="checkbox"/> Ramps, sloped surfaces <input type="checkbox"/> Closed environments, ventilation <input type="checkbox"/> Other unique potential hazards |
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Sample Operator's Daily Checklist

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| <input type="checkbox"/> DAMAGE <ul style="list-style-type: none">▪ bent, dented, or broken parts | <input type="checkbox"/> SAFETY DEVICES <ul style="list-style-type: none">▪ flashing lights, indicator lights, fall arrest device, warning labels, etc. in condition as equipped |
| <input type="checkbox"/> LEAKS <ul style="list-style-type: none">▪ drive unit, brakes, hydraulics | <input type="checkbox"/> TRAVEL CONTROLS <ul style="list-style-type: none">▪ all speed ranges, forward & revers, no unusual noise |
| <input type="checkbox"/> TIRES & WHEELS <ul style="list-style-type: none">▪ drive wheels, load wheels, casters | <input type="checkbox"/> HYDRAULIC CONTROLS <ul style="list-style-type: none">▪ raise/lower, tilt forward/backward, reach in/out, sideshift right/left, etc. no unusual noise |
| <input type="checkbox"/> FORKS <ul style="list-style-type: none">▪ in place, properly secured | <input type="checkbox"/> BRAKES <ul style="list-style-type: none">▪ stop truck within required distance, work smoothly, brake override functions |
| <input type="checkbox"/> CHAINS, CABLES, & HOSES <ul style="list-style-type: none">▪ in place | <input type="checkbox"/> PARKING BRAKE <ul style="list-style-type: none">▪ seat, hand, foot |
| <input type="checkbox"/> HOUR METER <ul style="list-style-type: none">▪ operating | <input type="checkbox"/> BATTERY CHARGE <ul style="list-style-type: none">▪ discharge meter in full green or 75% charge after raising forks |
| <input type="checkbox"/> BATTERY <ul style="list-style-type: none">▪ water level, vent caps in place, cleanliness | <input type="checkbox"/> POWER DISCONNECT <ul style="list-style-type: none">▪ cuts off all electric power |
| <input type="checkbox"/> BATTERY CONNECTOR <ul style="list-style-type: none">▪ cracked, burnt, tight fitting | <input type="checkbox"/> ATTACHMENTS <ul style="list-style-type: none">▪ function properly, no unusual noise |
| <input type="checkbox"/> GUARDS <ul style="list-style-type: none">▪ overhead, load backrest, battery retainer | |
| <input type="checkbox"/> HORN <ul style="list-style-type: none">▪ sounds | |
| <input type="checkbox"/> STEERING <ul style="list-style-type: none">▪ no binding, no excessive play | |
| <input type="checkbox"/> LIMIT SWITCHES <ul style="list-style-type: none">▪ travel limit, lift limit, tilt limit, etc. | |