

# Priority fact sheet



## Safety priorities for forklifts

On average there are around 200 injuries and one death involving forklifts each year in Western Australia.

As a result, forklift safety is one of the department's priority areas. To reduce lost time injuries and deaths in the workplace inspectors will be visiting your workplace to check forklift safety.

Inspectors will be looking for six key elements in their inspection. These deal with many of the common problems relating to forklifts that WorkSafe has found in workplaces. The elements of the checklist do not cover all mandatory requirements under workplace safety and health laws. However, following the same checklist will assist you to identify any shortcomings in your procedures or training and to correct or update them, thus getting you started on meeting your safety and health responsibilities.

A WorkSafe survey has shown a low level of compliance with forklift safety requirements. Only 65 per cent of forklifts inspected were in good order, only 43 per cent of the companies provided operator training that complied with the regulations and half did not have an operator's manual for drivers.

In looking at forklift safety and all workplace safety matters, please remember the three ThinkSafe steps:

- Spot the hazard
- Assess the risk
- Make the changes

There are a number of useful publications with information on forklift safety; for details on these and more about forklift inspections, please refer to SafetyLine Online ([www.safetyline.wa.gov.au](http://www.safetyline.wa.gov.au)) or ring 9327 8777, Bunbury: (08) 9722 2888 or Karratha: (08) 9185 1911.

# Safety priorities for forklifts

**Maintenance record** Must be complete.   
 Recorded evidence of alterations, regular inspections and maintenance, particularly brakes, steering, hydraulics, tyres.

**Operator training** Operator must be 18 years or older (or 17 if undergoing formal training). They must be trained in accordance with NOHSC 1006 [2001] (or training in progress) and have documentary evidence that they meet the competency requirements of NOHSC 7019 [1992].

**Forklift** Must be in good working order with fittings as required by law.   
 Pre-operational check of:

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| <input type="checkbox"/> Roll-over protection      | <input type="checkbox"/> | <input type="checkbox"/> Gas cylinder           | <input type="checkbox"/> |
| <input type="checkbox"/> Falling object protection | <input type="checkbox"/> | <input type="checkbox"/> Warning signs (decals) | <input type="checkbox"/> |
| <input type="checkbox"/> Seat                      | <input type="checkbox"/> | <input type="checkbox"/> Brakes                 | <input type="checkbox"/> |
| <input type="checkbox"/> Seat belt                 | <input type="checkbox"/> | <input type="checkbox"/> Mast                   | <input type="checkbox"/> |
| <input type="checkbox"/> Lights (if used at night) | <input type="checkbox"/> | <input type="checkbox"/> Chains                 | <input type="checkbox"/> |
| <input type="checkbox"/> Steering                  | <input type="checkbox"/> | <input type="checkbox"/> Tynes                  | <input type="checkbox"/> |
| <input type="checkbox"/> Controls                  | <input type="checkbox"/> | <input type="checkbox"/> Hoses                  | <input type="checkbox"/> |
| <input type="checkbox"/> Horn                      | <input type="checkbox"/> | <input type="checkbox"/> Counterweight          | <input type="checkbox"/> |

**Capacity chart** Must:   
 Be legible   
 Apply to the forklift   
 Be amended for attachments (if attachments are used)   
 Have detail as per manufacturer's specifications

**Operator's manual** Must:   
 Be legible   
 Be accessible   
 Apply to the forklift or forklifts at the workplace   
 Have detail as per manufacturer's specifications

**Work area** Work is organised for the safety of the operator and others.   
 Check:   
 Work surface   
 Ramps   
 Loading docks   
 Signs   
 Hazardous areas   
 Control of traffic   
 Control of pedestrians   
 Safe forklift operation   
 Keys not left in unattended forklift (unless otherwise instructed)