

DAILY SAFETY CHECKLIST

Forklift & Truck Inspections

- Check brakes (service & parking).
- Inspect tires (pressure, wear, damage).
- Test horn, lights, and alarms (reverse alarm, beacon light).
- Check hydraulics (hoses, lift chains, leaks).
- Verify seatbelt functionality and overhead guard condition.
- Check battery charge (electric) or fuel levels (LPG/diesel).
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General Safety & Housekeeping

- Ensure aisles and forklift paths remain clear.
- Remove spills, debris, or loose materials from work areas.
- Confirm emergency exits and fire extinguishers are accessible.

PPE & Employee Safety

- Verify employees wear high-visibility vests, steel-toe boots, and gloves as required.
- Ensure proper lifting techniques are being used.
- Monitor employees for signs of fatigue or unsafe practices.

Load Handling & Racking

- Inspect pallets and racking for damage before placing loads.
- Confirm loads are secured properly before transport.
- Use proper stacking techniques to prevent falling hazards.