

# SAFETY CHECKLISTS THROUGHOUT THE YEAR



**Important note:** These checklists are not exhaustive, and following them does not guarantee a safe workplace. Always adapt them to your specific operations, local policies, and regulations.

# 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.

# WEEKLY SAFETY CHECKLIST

## Forklift & Truck Maintenance

- Fluid levels (oil, coolant, hydraulic fluid).
- Lift chains & forks (check for excessive wear or cracks).
- Mast rollers (smooth movement, no misalignment).
- Battery maintenance (for electric forklifts).
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## Warehouse & General Safety

- Inspect racking systems for damage or overloading.
- Test fire extinguishers and emergency lighting.
- Ensure pedestrian lanes are marked and free of obstructions.
- Verify first aid kits are stocked and accessible.

# MONTHLY SAFETY CHECKLIST

## Forklift & Truck Maintenance

- Forklift servicing (based on manufacturer recommendations).
- Inspect and replace worn tires.
- Perform brake system checks.
- Examine fuel systems (LPG/diesel) for leaks.
- Test hydraulic system pressure and operation.
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## Employee Training & Safety Procedures

- Conduct forklift safety refresher training.
- Review incident reports and near-miss logs.
- Test emergency response systems (fire alarms, drills, spill response).

# YEARLY SAFETY CHECKLIST

## Forklift & Truck Maintenance

- Full forklift maintenance and service
- Engine overhaul (for IC forklifts).
- Battery replacement or deep maintenance (for electric trucks and forklifts).
- Complete hydraulic system check and fluid replacement.
- Replace forks if wear exceeds 10% of the original thickness.
- Replace chains if needed in accordance with the manufacturer's recommendation (for lifting forklifts and trucks).
- Conduct a load capacity test on forklifts.
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## Training & Certification

- Recertify forklift operators per regulatory requirements.
- Provide updated training on hazardous materials handling.
- Conduct a full-scale fire or evacuation drill.

## Regulatory & Compliance Checks

- Ensure all equipment meets OSHA, ISO, or local safety standards.
- Review and renew permits, inspections, and compliance documentation.