

OSHA Forklift Program Checklist

Tick each line your workplace meets. The code after each line is the paragraph of OSHA's powered industrial truck standard, 29 CFR 1910.178, that sets the rule.

Site _____

Checked by _____

Date _____

1. Operator training and evaluation

- ☐ No one drives a truck until trained and evaluated. Trainees drive only under direct supervision of a qualified trainer, where no one is put at risk. (I)(1)(iii), (I)(2)(i)
- ☐ Training combines formal instruction, practical training, and an evaluation of the operator's performance in your workplace. (I)(2)(ii)
- ☐ Trainers and evaluators have the knowledge, training, and experience to train operators and judge their competence. (I)(2)(iii)
- ☐ Training covers the truck-related topics for each type of truck the operator will drive. (I)(3)(i)
- ☐ Training covers the workplace topics: surfaces, loads, stacking, pedestrians, narrow aisles, ramps, hazardous locations, ventilation. (I)(3)(ii)
- ☐ Training covers the requirements of 1910.178 itself. (I)(3)(iii)
- ☐ Refresher training after unsafe driving, an accident or near miss, a failed evaluation, a new type of truck, or a workplace change. (I)(4)(i)
- ☐ Each operator's performance is evaluated at least once every three years. (I)(4)(iii)
- ☐ You certify each operator was trained and evaluated. The certification shows name, training date, evaluation date, and who trained or evaluated. (I)(6)

2. Trucks and maintenance

- ☐ Every truck is examined before use, at least daily, and after each shift if it runs around the clock. (q)(7)
- ☐ Defects are reported and corrected at once. An unsafe truck is taken out of service until it is repaired. (q)(7), (p)(1), (q)(1)
- ☐ Only authorized personnel make repairs, using parts equal in safety to the originals. (q)(1), (q)(5)
- ☐ No modification that affects capacity and safe operation without the maker's prior written approval; plates and decals updated to match. (a)(4)
- ☐ Nameplates and markings are in place and legible. For non-factory front-end attachments, you have asked for the truck to be marked for them. (a)(6), (a)(5)
- ☐ Overhead guard on high-lift rider trucks unless conditions do not permit; load backrest extension where the load could fall rearward. (e)(1), (e)(2), (m)(10)

3. Workplace

- ☐ Only trucks approved for the location are used in hazardous (classified) locations. (c)(2), (m)(11)
- ☐ Batteries are charged only in designated areas, with means to flush and neutralize spilled electrolyte, fire protection, charger protection, and ventilation. (g)(1), (g)(2)
- ☐ No smoking, open flames, sparks, or arcs in battery charging areas. (g)(10), (g)(11)
- ☐ Gasoline and diesel are stored and handled per NFPA 30, LP gas per NFPA 58. (f)(1), (f)(2)
- ☐ Where general lighting is under 2 lumens per square foot, trucks carry auxiliary directional lights. (h)(2)
- ☐ Carbon monoxide from trucks stays within the limits in 1910.1000. (i)(1)
- ☐ Trailers and railcars: brakes set and wheel chocks or blocks in place while loading; fixed jacks where an uncoupled trailer needs support; floors checked before driving on. (k)(1), (k)(2), (m)(7)
- ☐ Dockboards are secured before trucks drive over them, and their rated capacity is never exceeded. (n)(11)
- ☐ Fire aisles, stairway access, and fire equipment are kept clear; there is enough headroom under pipes, lights, and sprinklers. (m)(14), (m)(8)

4. Rules you enforce on the floor

- ☐ No unauthorized riders. No one stands or walks under raised forks, loaded or empty. (m)(3), (m)(2)
- ☐ Arms and legs stay inside the truck and out of the mast. (m)(4)
- ☐ Unattended truck: forks fully lowered, controls neutral, power off, brakes set; wheels blocked on an incline. (m)(5)(i)
- ☐ Plant speed limits observed. Drivers slow down and sound the horn at cross aisles and blind spots. (n)(1), (n)(4)
- ☐ Only loads within the truck's rated capacity. On grades over 10 percent, loaded trucks travel with the load upgrade. (o)(2), (n)(7)(i)
- ☐ Operators wear the seat belt on any truck that has one (OSHA enforcement policy, letter of July 28, 2004). Belts may not be removed. (q)(6)

What this checklist is not. It is a summary, not the rule. Read the full text of 29 CFR 1910.178 at [osha.gov](https://www.osha.gov) before relying on it. States that run their own OSHA State Plan can add stricter rules. An online course can cover the formal instruction; the practical training and the evaluation still have to happen in person, with the evaluation in your workplace (I)(2)(iii).