

**APPENDIX B
LAC+USC MEDICAL CENTER**

OPERATORS DAILY FORKLIFT SAFETY CHECKLIST

Date: _____ **Model #:** _____ **Serial #:** _____

Note: This checklist must be completed by the forklift operator daily at the start of each shift. Certain items listed are not on some models. Check all items that apply.

	MON		TUE		WED		THU		FRI		SAT		SUN	
	OK	NOT OK	OK	NOT OK	OK	NOT OK	OK	NOT OK	OK	NOT OK	OK	NOT OK	OK	NOT OK
PLEASE CHECK APPROPRIATE BOX:														
DAMAGE Bent, dented or broken parts.														
LEAKS Drive unit, brakes and hydraulics.														
TIRES & WHEELS Drive wheels, load wheels, and casters.														
FORKS In place, properly secured.														
CHAINS, CABLES, & HOSES In place.														
HOOR METER Operating.														
BATTERY Water level, vent caps in place, cleanliness.														
BATTERY CONNECTOR Cracked, burnt, tight fitting.														
GUARDS Overhead, load backrest, battery retainer.														
SAFETY DEVICES Flashing lights, and indicator lights, safety shield operator harness, warning labels, etc. in condition as equipped.														
HORN Sounds.														
STEERING No binding, no excessive play.														
TRAVEL CONTROLS All speed ranges, forward & reverse, no unusual noise.														
HYDRAULIC CONTROLS Raise & lower, tilt forward & rearward, reach in & out, side shift right & left, etc, no unusual noise.														
BRAKES Stop truck within required distance, work smoothly, brake override functions.														
PARKING BRAKE Seat, hand, foot.														
BATTERY CHARGE Discharge meter in full green or 75% charge after raising forks.														
POWER DISCONNECT Cuts off all electric power.														
ATTACHMENTS Function properly, no unusual noise.														
LIMIT SWITCHES Travel limit, lift limit, tilt limit, etc.														
HR METER READING														
OPERATOR'S INITIALS														
EMPLOYEE NAME										EMPLOYEE NUMBER:				
SUPERVISOR'S OK														

COMMENTS: (Items needing repair or adjustment) _____

CAUTION: If the truck is found to be in need of repair or in any way unsafe. It should be reported immediately to the designated authority, and the truck shall not be operated until it has been restored to a safe operating condition. Do NOT make repairs or adjustments unless specifically authorized to do so.