

Cal Poly

Code of Safe Practice- Forklift Pre-Inspection Procedure

These following general rules shall be followed when operating forklifts or industrial trucks while performing work for the University.

In accordance with CAL/OSHA, CCR, Title 8, Section 3650: Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).

1. Drivers shall check the vehicle at least once per shift, before operating.
2. Use the Forklift Operator's Daily Checklist booklet located on the vehicle inside the forklift carrying case.
3. Fill out inspection sheet entirely and sign your name under operator.
4. Go through inspection list and mark an "X" under any item that is defective.
5. If the operator checklist does not detect an unsafe or defective condition on the forklift; it may be put into use for the day.
5. For any item marked with an "X", explain the defect in the Details section below.
7. If any item is found to be defective or unsafe, do not operate the vehicle.
8. Vehicles found to have defective items must be tagged with the yellow CAUTION, DO NOT OPERATE tags located in the carrying case on the truck.
9. If vehicle is found to be defective, mark under Details section at the bottom of the form, "Tagged Out of Service" so that Transportation Services knows the vehicle needs immediate attention.
10. Sign your name and date on the tag and attach tag to the steering wheel of the vehicle.
11. Tear out white sheet of the checklist, and turn in immediately to a supervisor or Transportation Services, and the vehicle shall not be put in service again until it has been made safe.
12. Leave yellow sheets attached in booklet.
13. Full booklets can be turned into Transportation Services office and shall be kept on file for 7 years following the truck being surveyed, as per campus policy.
14. Replacement booklets can be obtained from Transportation Services.

BOUND EDGE

FORKLIFT OPERATOR'S DAILY CHECKLIST
(Complete Before The Start of Each Shift)

| | | | |
|--|-----------------------------------|---------------------|--|
| DATE | TRUCK NO. | BUILDING NO. | SHIFT |
| <input type="checkbox"/> INTERNAL COMBUSTION OPERATOR'S SIGNATURE | <input type="checkbox"/> ELECTRIC | HOUR METER START | END TOTAL HRS. SUPERVISOR'S SIGNATURE |

CHECK ANY DEFECTIVE ITEM WITH AN X AND GIVE DETAILS BELOW.

| | |
|-------------------------------|------------------------|
| ACCELERATOR | HOUR METER |
| ALARMS | HYDRAULIC CONTROLS |
| BATTERY CONNECTOR | LIGHTS - HEAD AND TAIL |
| BATTERY - DISCHARGE INDICATOR | LIGHTS - WARNING |
| BELTS | MAST |
| BRAKES - PARKING | OIL LEAKS |
| BRAKES - SERVICE | OIL PRESSURE |
| CABLES | OVERHEAD GUARD |
| ENGINE OIL LEVEL | RADIATOR LEVEL |
| FORKS | SAFETY EQUIPMENT |
| FUEL LEVEL | STEERING |
| GAUGES | TIRES |
| HORN | UNUSUAL NOISES |
| HOSES | OTHER _____ |

DETAILS: _____

MAINTENANCE COPY

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Questions regarding this procedure should be directed to David Ragsdale, Environmental Health & Safety Director, at 805-756-6662 or dragsdal@calpoly.edu.