

FORKLIFT SAFETY INSPECTION

Routine workplace inspection • New Zealand. Generic inspection aid only — follow manufacturer instructions and applicable inspection requirements.

Business / site:		Inspecti on date:	
Inspector:		Forklift ID:	
Manufacturer / model:		Rated capacity :	

Status: S = Satisfactory D = Defect identified N/A = Not applicable

Scope: Condition and safe operation of forklifts and attachments; pre-start checks, defect reporting and maintenance; operator authorisation and competency; operating speeds and controls; pedestrian separation; traffic routes and visibility; load handling; parking, charging and refuelling.

1. Forklift condition

Inspection item	S	D	N/A
General condition: Forklift is clean, well maintained and free from obvious damage that could affect safe operation.	☐	☐	☐
Forks: Forks are free from significant cracks, bending, excessive wear or other visible damage.	☐	☐	☐
Fork locking: Forks and fork-positioning components are correctly secured.	☐	☐	☐
Mast: Mast, chains, rollers and associated components appear to be in satisfactory condition.	☐	☐	☐
Hydraulics: Hydraulic hoses, cylinders and connections show no obvious leaks or damage.	☐	☐	☐
Tyres: Tyres are in suitable condition and free from obvious damage that could affect safe operation.	☐	☐	☐
Steering: Steering operates correctly and without obvious excessive play.	☐	☐	☐
Brakes: Service and parking brakes operate correctly.	☐	☐	☐
Lights: Required lights are operational and visible.	☐	☐	☐
Warning devices: Horn, reversing alarm and other fitted warning devices operate correctly.	☐	☐	☐
Seatbelt: Seatbelt or operator restraint is fitted and in usable condition.	☐	☐	☐
Operator protection: Overhead guard and other fitted operator protection are in satisfactory condition.	☐	☐	☐
Identification: Forklift identification, capacity and relevant warning information are visible.	☐	☐	☐

2. Pre-start checks & defect management

Inspection item	S	D	N/A
Pre-start inspection: Operators complete a pre-start check before using the forklift.	☐	☐	☐
Check records: Pre-start checks are recorded where required by the business system.	☐	☐	☐
Defect reporting: Operators know how to report forklift defects.	☐	☐	☐

Inspection item	S	D	N/A
Defective equipment: Forklifts with safety-critical defects are removed from service until appropriately assessed or repaired.	☐	☐	☐
Maintenance: Planned maintenance and servicing are carried out at appropriate intervals.	☐	☐	☐
Repairs: Repairs are undertaken by appropriately competent or authorised persons.	☐	☐	☐

3. Operator competency

Inspection item	S	D	N/A
Authorisation: Only authorised workers operate forklifts.	☐	☐	☐
Training: Operators have received appropriate forklift training.	☐	☐	☐
Competency: Operators have demonstrated competency for the type of forklift and tasks they undertake.	☐	☐	☐
Workplace familiarisation: Operators understand the hazards and traffic arrangements within the workplace.	☐	☐	☐
Operating rules: Operators understand and follow the site's forklift operating rules.	☐	☐	☐
Passengers: Unauthorised passengers are not carried.	☐	☐	☐
Mobile phones: Operators do not use mobile phones or other distracting devices while operating the forklift.	☐	☐	☐

4. Safe forklift operation

Inspection item	S	D	N/A
Speed: Forklifts are operated at a safe speed appropriate to the workplace, load and conditions.	☐	☐	☐
Fork position: Forks are kept in a safe position while travelling.	☐	☐	☐
Load visibility: Operators maintain adequate visibility when travelling and handling loads.	☐	☐	☐
Restricted visibility: Where the load obstructs forward visibility, an appropriate alternative method of travel is used.	☐	☐	☐
Turning: Forklifts are operated carefully around corners, intersections and restricted areas.	☐	☐	☐
Reversing: Reversing is controlled and appropriate for the workplace conditions.	☐	☐	☐
Edges and ramps: Safe precautions are used near loading docks, ramps, edges and changes in level.	☐	☐	☐
Forks raised: Forks are not unnecessarily raised while travelling.	☐	☐	☐
Unauthorised lifting: Workers are not lifted on forks or pallets unless an appropriately designed and authorised system is being used.	☐	☐	☐

5. Load handling

Inspection item	S	D	N/A
Load capacity: Loads are within the rated capacity of the forklift and attachment being used.	☐	☐	☐

Inspection item	S	D	N/A
Load stability: Loads are stable and appropriately secured where necessary.	☐	☐	☐
Fork positioning: Forks are correctly positioned under loads before lifting.	☐	☐	☐
Load centre: Operators consider the load centre and stability when lifting and transporting loads.	☐	☐	☐
Stacking: Loads are stacked safely and do not create a risk of collapse.	☐	☐	☐
Racking: Loads are placed into and removed from racking without striking or damaging the racking.	☐	☐	☐
Attachments: Attachments are suitable for the forklift and the task and are correctly secured.	☐	☐	☐

6. Pedestrian safety

Inspection item	S	D	N/A
Separation: Forklift and pedestrian routes are separated where reasonably practicable.	☐	☐	☐
Pedestrian crossings: Designated pedestrian crossing points are provided where appropriate.	☐	☐	☐
Visibility: Pedestrians and forklift operators can see each other at intersections and crossing points.	☐	☐	☐
Blind corners: Appropriate controls are provided at blind corners and restricted-visibility areas.	☐	☐	☐
Warning systems: Appropriate warning signs, markings, mirrors, alarms or other controls are provided where required.	☐	☐	☐
Exclusion areas: Pedestrians are kept clear of areas where forklift operations create a significant risk.	☐	☐	☐
Communication: Workers understand how to communicate safely with forklift operators.	☐	☐	☐

7. Workplace & traffic routes

Inspection item	S	D	N/A
Traffic routes: Forklift routes are clearly defined and kept free from unnecessary obstruction.	☐	☐	☐
Floor condition: Floors and travel surfaces are suitable for forklift operations.	☐	☐	☐
Lighting: Lighting is adequate for safe forklift operation.	☐	☐	☐
Gradients: Ramps and gradients are suitable for the forklifts and loads being used.	☐	☐	☐
Doorways: Doorways and access points provide sufficient clearance.	☐	☐	☐
Loading areas: Loading docks and vehicle loading areas have appropriate controls to prevent falls, collisions or unintended vehicle movement.	☐	☐	☐
Restricted areas: Areas with particularly high forklift risk have appropriate controls and access restrictions.	☐	☐	☐

8. Parking, charging & refuelling

Inspection item	S	D	N/A
Parking: Forklifts are parked only in designated safe areas.	☐	☐	☐

Inspection item	S	D	N/A
Fork position: Forks are lowered when the forklift is parked.	☐	☐	☐
Parking brake: Parking brake is applied when the forklift is left unattended.	☐	☐	☐
Charging area: Battery charging is carried out in a suitable designated area.	☐	☐	☐
Battery controls: Battery charging areas have appropriate controls for electrical, chemical and other identified hazards.	☐	☐	☐
Refuelling: LPG, diesel or other fuel is handled and stored using appropriate controls.	☐	☐	☐
Ventilation: Adequate ventilation is provided where required for charging or fuel use.	☐	☐	☐

9. Forklift attachments & special operations

Inspection item	S	D	N/A
Attachment suitability: Attachments are suitable for the forklift and intended task.	☐	☐	☐
Attachment security: Attachments are correctly fitted and secured.	☐	☐	☐
Capacity: The effect of attachments on forklift capacity has been considered.	☐	☐	☐
Special loads: Special or unusual loads have appropriate controls.	☐	☐	☐
Work platforms: Any work platform used with a forklift is suitable, secured and used under appropriate controls.	☐	☐	☐

10. Emergency & incident controls

Inspection item	S	D	N/A
Incident reporting: Forklift collisions, near misses, damage and unsafe events are reported.	☐	☐	☐
Collision response: There is a clear process for dealing with forklift collisions and damage to racking or structures.	☐	☐	☐
Emergency access: Emergency exits, fire equipment and evacuation routes are not obstructed by forklifts or stored materials.	☐	☐	☐
Emergency procedures: Workers understand relevant emergency procedures for forklift incidents.	☐	☐	☐

Critical findings

The following conditions require immediate attention and may require the forklift or affected work area to be taken out of service until the risk has been controlled.

Inspection item	S	D	N/A
Forklift has a safety-critical mechanical or structural defect.	☐	☐	☐
Forks, mast, hydraulics, steering or brakes have significant defects.	☐	☐	☐
A forklift is being operated by an unauthorised or inadequately competent person.	☐	☐	☐
Forklift and pedestrian movements create an uncontrolled collision risk.	☐	☐	☐

Inspection item	S	D	N/A
Loads are unstable, exceed capacity or present a significant falling or overturning risk.	☐	☐	☐
Forklift is being used to lift people without an appropriate and controlled system.	☐	☐	☐
Forklift is operating near an edge, loading dock or other fall hazard without adequate controls.	☐	☐	☐
Significant forklift collision or damage has occurred and the equipment or surrounding structure has not been assessed.	☐	☐	☐

Defects and corrective actions

Defect / finding	Required action / risk	Responsible person	Due date	Closed

Overall outcome

☐ Satisfactory ☐ Corrective action required ☐ Unsafe — taken out of service pending assessment / repair

Comments / restrictions: _____

Inspector name: _____ Signature: _____ Date: _____

Reviewer / action close-out: _____

Important — disclaimer and user responsibilities

Important: This is a generic workplace inspection aid, thus may not identify every hazard, defect, or requirement relevant to a particular forklift or its use. It is not a certification or professional advice. Using it does not certify that a forklift is safe or fit for use or replace the manufacturer's requirements; inspection, examination, or testing by a competent person; or any inspection, testing, or certification required by applicable law or relevant approved codes of practice and standards.

It is recommended the user adapt this checklist to the manufacturer's requirements and the forklift's configuration, condition, environment, and intended use. The user is responsible for: ensuring the forklift is safe to operate; checks or inspections by a competent person; acting on the results; and complying with applicable law. Using this checklist does not transfer any of those responsibilities to the author of this checklist. If a check identifies a defect, or there is any doubt that the forklift can be operated safely, the forklift must be taken out of service until a competent person confirms it is safe.

To the maximum extent permitted by law, the author and its directors, employees, and contractors give no warranty that this checklist is complete or suitable for any purpose. They are not liable in contract, tort (including negligence), under statute, or otherwise for any loss, damage, or liability arising from its use.