

# OSHA Compliance Checklist

## Powered Industrial Trucks (1910.178)

<b>Applies to: fork trucks, motorized hand trucks, any specialized trucks used in-plant.</b>	O.K.	Action Needed
<b>General Requirements</b>		
1. Are modifications and additions affecting capacity and safety prohibited without the manufacturer's written approval?		
2. Are all name plates and marking supplied by the manufacturer in place and legible?		
3. Are the designations on all industrial trucks appropriate for their service environment?		
<b>Safety Guards</b>		
1. Is overhead protection provided?		
2. Are all trucks handling loads presenting a hazard provided with a vertical load back rest?		
<b>Storage Batteries</b>		
1. Is all battery charging located in areas designated for that purpose?		
2. Are facilities provided for flushing and neutralizing spill electrolyte?		
a. For fire protection?		
b. For protecting the charging apparatus from damage by trucks?		
c. Ventilation for dispersing of gases?		
3. Is a conveyor overhead hoist or equivalent provided for handling batteries?		
4. Is a car boy tilter or siphon provided for handling electrolyte?		
5. Are procedures in place to ensure acid is added to water?		
6. Is care taken to ensure vent caps are functioning properly?		
7. Are all brakes applied before changing or charging batteries?		
8. Is smoking prohibited in the charging area?		
9. Are tools or metallic objects kept away from the top of uncovered batteries?		
10. If lighting is low (<2 lumens per square foot) are auxiliary lights provided on the truck?		
<b>Trucks</b>		
1. Are highway trucks brakes set and wheels chocked when boarded by industrial trucks?		
<b>Operator Training</b>		
1. Are only trained and authorized operators permitted to operate industrial trucks?		
2. Are only trained and competent drivers allowed to operate industrial trucks?		
3. Have operators been trained under the direct supervision of trained and experienced trainers		
4. Are operators trained in such a way that does not endanger the trainee or other operators?		
5. Does training consist of the following:		
a. Formal instruction?		
b. Practical training		
c. Formal evaluation?		
6. Does training contain the following topics:		
a. Operating instructions, warnings, and precautions for the types of truck the operator operates?		
b. Differences between truck and an automobile?		
c. Truck controls and instrumentation?		
d. Engine or motor operation?		

## OSHA Compliance Checklist

### Powered Industrial Trucks (1910.178)

	O.K.	Action Needed
e. Steering and maneuvering?		
f. Visibility?		
g. Adapting the forks and adding attachments?		
h. Fork and attachment operations and limitations?		
i. Capacity and stability?		
j. Inspection and maintenance responsibilities?		
k. Charging of batteries and refueling?		
l. Other procedures or requirements for the safe operation of the truck?		
m. Surface conditions where the truck will be operated?		
n. Compositions of the loads and the loads to be carried?		
o. Load manipulation, stacking, and unstacking?		
p. Pedestrian traffic where vehicles will be operated?		
q. Narrow areas where the truck will be operated?		
r. Hazardous (XP) locations where the truck will be operated?		
s. Operating on ramps and their locations?		
t. Close environments where insufficient ventilation could result in a buildup of carbon monoxide?		
u. Any other unique or potentially hazardous environmental conditions that could affect safe operation?		
v. The requirements in 1910.178?		
7. Are drivers given annual refresher training when?		
a. Operators are observed operating the truck in an unsafe manner?		
b. The operator has been involved in an accident or a near-miss incident?		
c. The operator receives an evaluation that indicates that the truck is being operated unsafely?		
d. The operator is assigned to operate a different kind of truck?		
e. A condition in the workplace has changed that will affect the operation of the truck?		
8. Are all operators recertified every three years?		
a. Does the recertification include a practical examination?		
9. Do all certifications of training include name, date of training, date of evaluation, and identity of trainer?		
10. Are personnel prohibited from passing under the elevated portion of any truck?		
11. Are unauthorized personnel prohibited from riding on trucks?		
12. Are all riding places provided safe?		
13. When left unattended* are all industrial trucks:		
a. Fork engaging means fully lowered?		
b. Power shut off?		
c. Brakes set?		
14. Are safe distances maintained from the edge of ramps or platforms?		
15. Are the floors of all trailers or trucks checked for weakness before industrial trucks are driven into them?		
16. Are trucks trailers jacked and blocked during loading and unloading?		

\* Unattended - operator >25 feet away from truck in view, or any time not in operator's view.

## OSHA Compliance Checklist

### Powered Industrial Trucks (1910.178)

	O.K.	Action Needed
17. Is sufficient headroom maintained under overhead installations, lights, pipes, sprinkler systems, etc.?		
18. Are overhead guards used for protection against falling objects?		
19. Is a load back rest extension used whenever necessary to minimize the possibility of the load or part of its from falling backwards?		
20. Are only approved industrial trucks used in hazardous locations?		
21. Are fire aisles, access to stairways and fire equipment kept clear?		

#### **Traveling**

1. Are plant speed limits observed?		
2. Is a safe distance maintained of at least three truck lengths between trucks?		
3. Is the passing of other trucks prohibited at intersections, blind spots or other dangerous locations?		
4. Are drivers required to slow down and sound the horn at cross aisles and other locations where vision is obstructed?		
5. If the load being carried obstructs the forward view, is the driver required to travel with the load trailing?		
6. Are drivers required to look in the direction of travel and maintain a clear view?		
7. If ascending or descending a grade exceeding 10 percent, are drivers required to drive with the load upgrade?		
8. Are plant speed limits established that allow trucks to be brought to a stop in a safe manner with normal breaking?		
9. Are stunt driving and horseplay expressly forbidden?		
10. Are drivers required to slow down for wet and slippery floors?		
11. Are motorized hand trucks entered into confined areas with the load forward?		
12. Are drivers instructed to use only moderate, even turns of the steering wheel?		

#### **Loading**

1. Are only stable or safely arranged loads handled?		
2. Are weight loads checked to ensure they don't exceed the capacity of the truck?		
3. Are trucks equipped with attachments operated as partially loaded trucks?		
4. Are drivers instructed to place the load engaging means as far under the load as possible?		
5. Except when picking up a load, is tilting the load forward prohibited?		

#### **Operation of the Truck**

1. If a powered industrial trucks is found to be in need of repair, defective or in any way unsafe, is it removed from service until rendered safe?		
2. Are open flames kept away from storage batteries?		

## OSHA Compliance Checklist

### Powered Industrial Trucks (1910.178)

	O.K.	Action Needed
<b>Maintenance of Industrial Trucks</b>		
1. Are repairs to industrial trucks only made by authorized personnel?		
2. Are repairs only made in safe, designated locations?		
3. Are batteries disconnected before repairs are attempted?		
4. Are all replacement parts used at least as safe as those originally with the truck?		
5. Are modifications to the truck, including adding additional counterweights, not done unless approved by the manufacturer?		
6. Are trucks examined for safety at least daily?		
a. After each shift if used on an around-the-clock basis?		
b. Are defects immediately reported and corrected?		
7. Are industrial trucks kept in a clean condition, free of lint and excess oil and grease?		
8. Are only cleaners with a flash point above 100°F used to clean powered industrial trucks?		