

# OSHA SAMPLE CHECKLISTS

The following checklists are intended to assist in providing training on OSHA's powered industrial truck operator standards. They are not a substitute for any of the provisions of the Occupational Safety and Health Act of 1970 or for any standards issued by the U.S. Department of Labor's Occupational Safety and Health Administration (OSHA). OSHA wishes to acknowledge that this checklist and related graphics was developed in cooperation with the Industrial Truck Association as part of the [OSHA-ITA Alliance](#).

The OSHA standard for powered industrial truck training [[29 CFR 1910.178\(l\)](#)] requires that an employer provide training to truck operators on a variety of topics. Among these topics are vehicle inspection and maintenance that the operator will be required to perform. The following checklists are being provided as part of OSHA's ongoing effort to assist employers and employees in ensuring that a safe and healthful workplace is provided. The lists serve as a guide only and may not be totally inclusive. Each type of powered industrial truck is unique and checklists pertinent to each type of vehicle should be modified accordingly. It is recommended that the manufacturer's instructions on vehicle maintenance and owner's and operator's responsibilities also be consulted. The OSHA standards for powered industrial trucks must be reviewed to ensure compliance.

There are two general types of powered industrial trucks: electric (battery) powered and internal combustion engine (gas/LPG/diesel) powered. Each of these general types has a variety of different configurations and attachments. Your workplace may have a variety of trucks that are being operated. ALL OPERATORS MUST BE TRAINED TO OPERATE ALL TYPE OF INDUSTRIAL TRUCKS THEY WILL BE OPERATING.

Daily, pre-shift inspection of powered industrial trucks is required by OSHA standards.

Daily checklists for each type of industrial truck are available from the truck manufacturer. You may choose to use a checklist for each type of industrial truck in your workplace or compile one that can be used for any type of truck.

Refer to the owner's manual, specifications and manufacturer's recommendations to modify the checklist for trucks being operated in your workplace. Below are sample checklists for internal combustion and electric trucks. These lists can be modified to suit your workplace needs.

## Operator's Daily Checklist - Internal Combustion Engine Industrial Truck - Gas/LPG/Diesel Truck

### Record of Fuel Added

Date		Operator		Fuel	
Truck#		Model#		Engine Oil	
Department		Serial#		Radiator Coolant	
Shift		Hour Meter		Hydraulic Oil	

### SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a **qualified** mechanic correct all problems.

Engine Off Checks	OK	Maintenance
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Check Condition		
Load Backrest – Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		

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Overhead Guard – Attached		
Finger Guards – Attached		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Check Water/Electrolyte Level and Charge		
All Engine Belts – Check Visually		
Hydraulic Fluid Level – Check Level		
Engine Oil Level – Dipstick		
Transmission Fluid Level – Dipstick		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Fuel Sedimentor (Diesel)		
Radiator Coolant – Check Level		
Operator's Manual – In Container		
Nameplate – Attached and Information Matches Model, Serial Number and Attachments		
Seat Belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		
<b>Engine On Checks – Unusual Noises Must Be Investigated Immediately</b>	OK	Maintenance
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn and Lights – Functioning		
Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning		

## Operator's Daily Checklist - Electric Industrial Truck

### Record of Fluid Added

Date		Operator		Battery Water	
Truck#		Model#		Hydraulic Oil	
Department		Serial#			
Shift		Drive Hour Meter Reading		Hoist Hour Meter Reading	

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## SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a **qualified** mechanic correct all problems.

<b>Motor Off Checks</b>	OK	Maintenance
Leaks – Hydraulic Oil, Battery		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel -- Condition		
Load Backrest Extension – Attached		
Hydraulic Hoses, Mast Chains, Cables & Stops – Check Visually		
Finger Guards – Attached		
Overhead Guard – Attached		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Water/Electrolyte Level and Charge		
Hydraulic Fluid Level – Dipstick		
Transmission Fluid Level – Dipstick		
Operator's Manual in Container		
Capacity Plate Attached – Information Matches Model, Serial Number and Attachments		
Battery Restraint System – Adjust and Fasten		
Operator Protection Sitdown Truck - Seat Belt – Functioning Smoothly Man-up Truck – Fall protection/Restraining means - Functioning		
Brake Fluid – Check level		
<b>Motor On Checks (Unusual Noises Must Be Investigated Immediately)</b>	OK	Maintenance
Accelerator Linkage – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn – Functioning		
Lights & Alarms (where present) – Functioning		
Hour Meter – Functioning		
Battery Discharge Indicator – Functioning		
Instrument Monitors – Functioning		

**ALL OPERATORS MUST BE TRAINED AND EVALUATED ON THE TYPES OF INDUSTRIAL TRUCKS AND ATTACHMENTS THEY WILL BE OPERATING.**