



30.1 WHS FORM – Fork lift & tractor pre-start checklist

Use this checklist prior to starting forklifts or tractor. Only authorised and trained staff are allowed to operate this equipment.

SITE: _____

SAFETY CHECK (Items marked * also apply to walk behind fork lifts)	Date:	Date:	Date:
	Name:	Name:	Name:
	Sign:	Sign:	Sign:
Before boarding the forklift, check the following daily. Ensure you have adequate training to operate the equipment. Tick if OK. Cross X item if action is required and record below. Enter 'NA' if the items is not relevant.			
1. Radiator			
2. Tyres/Wheels*			
3. Tynes*			
4. Chains*			
5. Bucket			
6. Batteries*			
7. Guards*			
8. Fluids			
Mount the vehicle and before driving check:			
9. Seat/Seat belt			
10. Lights / Indicators			
11. Mirrors			
12. Handbrake			
13. Horn*			
14. Warning Noise*			
Whilst moving, but before commencing work:			
15. Brakes			
16. Steering*			
17. Gears*			
18. Master Tilt*			
19. Tynes up/down*			
20. Slasher controls			
21. Slide Shift*			
22. PTO Controls			
23. Bucket controls			
24. Other:			

ACTION REQUIRED	BY WHOM	BY WHEN	Site Manager comments

Remove keys when unattended or stored

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