**WORKPLACE AUDIT / INSPECTION REPORT**

**Forklifts**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audited by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audit Item/ Practice**

**Check if item / Practice not in compliance**

**Housekeeping**

Are aisles marked? .22

Width of aisles maintained? .22

Are aisles in good condition? .22

Are fire aisles, access to stairways, and fire equipment kept clear? .22

Are work areas clean? .22

Is housekeeping maintained? .22

Are industrial trucks equipped with flashing lights, horn, overhead guard, capacity sign, and fire extinguisher?

**Designation**

Are the fork lifts in your facility correctly designated for your type of operation (based on atmosphere, hazards of materials handled, etc.)? 178(b)

**Battery Charging**

Are batteries charged in a properly vented room? .178(g)(2)

Is smoking prohibited in battery charging room? .178(g)(ll)

Do the noise levels conform to government standards? .95

Are all exposures from dust, fumes, etc., controlled? .94

Is local ventilation sufficient to disperse fumes? .178(g)(2)

**Operator Training**

Are only trained personnel allowed to operate industrial trucks? .178(l)

Have you documented what methods you use to train operators? .178(l)

**Truck Operations**

Are all industrial trucks not in safe operating condition removed from service? .178(q)(1)

Are repairs to fuel and ignition systems conducted only in areas specifically designated for them? .178(q)(3)

Are your fork lifts examined before being placed in service? Exams should be at least daily, or after each shift, if used around the clock. .178(q)(7)

Are the required lift truck operating rules posted and enforced?

Is directional lighting provided on each industrial truck that operates in an area with less than 2 foot candles per square foot of general lighting? .178(h)(2)

Are the brakes on each industrial truck capable of bringing the vehicle to a complete and safe stop when fully loaded? .178

Will the industrial truck's parking brake effectively prevent the vehicle from moving when unattended? Is it prohibited to fuel an internal combustion engine with a flammable liquid while the engine is running? .178(p)

Are fueling operations done in such a manner that likelihood of spillage will be minimal? .178(p)

When spillage occurs during fueling operations, is the spilled fuel washed away completely, evaporated, or other measures taken to control vapors before restarting the engine? .178(p)

**Personal Protective Equipment**

Are hard hats provided and worn where danger of falling objects exists? .135

Are hard hats inspected periodically for damage to the shell and suspension system? .135

Is appropriate foot protection required where there is the risk of foot injuries? .136

Repairs/corrections must be completed by (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs/corrections from above have been done.

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_