

Safety Training Checklist for Operators of Rough Terrain Forklifts

Trainee Name _____

Employer _____

Date _____

RTFL Used _____

Pre-start Checks	Completed	N/A
Checks engine		
Checks hydraulics		
Checks ROPS/FOPS		
Checks carriage attachments point		
Checks all plates		
Checks tires		
Checks forks		
Fastens Seat belt		
Start Up		
Sets parking brake		
Sets controls to neutral		
Sounds horn		
Checks for personnel		
Starts engine smoothly		
Performs function checks		
Operation		
Acceleration		
Accelerates smoothly		
Limits speeds to conditions		
Turning		
Slows before turns		
Considers balance		
Stays within lane		
Careful of turning radius		
Stopping		
Slows down		
Comes to a full stop		
Sets parking brake		
Load Pick Up		
Aligns forklift with load		
Approaches slowly		
Applies parking brake		

Load Pick Up (cont'd)	Completed	N/A
Stops prior to load		
Makes final adjustments		
Positions forks under load		
Lifts load slowly		
Cradles load		
Releases parking brake		
Backs off slowly		
Lowers forks immediately		
Checks load stability		
Transport		
Accelerates slowly		
Keeps load low		
Frequently scans area		
Decelerates for turns		
Exercises caution on hills		
Handles descent properly		
Load Deposit		
Aligns forklift with load stand		
Approaches slowly		
Applies parking brake		
Stops prior to load stand		
Makes final adjustments		
Positions forks above load stand		
Levels load		
Deposits load slowly		
Backs off slowly		
Lowers forks immediately		
Shutdown		
Parks on level area		
Sets parking brake		
Sets controls to neutral		
Turns off engine		

Signature _____

Title _____