



# ARCO SAFE TOOL BOX TALKS

## Forklifts-Inspection



### **Inspections:**

- Forklifts should be inspected at the beginning of every shift
- Inspection should include checking fluid levels, hydraulics, wheel and tires, brakes, and any potential mechanical problems with the vehicle
- This inspection should be performed a minimum of once daily

### **Brakes:**

- Push the brake pedal in. It should have free travel before meeting resistance
- Then depress the pedal again and hold it for ten seconds
  - The pedal must hold solid and not be spongy or drift under pressure

### **Steering:**

- With the engine running, check if the steering wheel turns correctly both ways to its stops
- The wheel should not feel loose and the pump should not squeal before reaching the stops

### **Sample Checklist:**

- ✓ Check the fork pins and stops to make sure that they are in place
- ✓ Check all cowlings and body parts
- ✓ Look for any broken or loose parts
- ✓ Check the wheels and tires for excessive wear
- ✓ Check the fuel level, crankcase oil level, and radiator water level
- ✓ Check the engine air cleaner, the fan belt, the hydraulic fluid level, and the battery water level
- ✓ Check hour meter and keep record of it, for maintenance reasons
- ✓ With engine running, check all headlights, taillights and warning lights
- ✓ Check oil pressure gauge, water temperature, ammeter, and sound the horn
- ✓ Note if the clutch is working properly, check incapability, the hydraulic controls and any other lift controls