

YEARLY SAFETY CHECKLIST

Forklift & Truck Maintenance

- ☐ Full forklift maintenance and service
- ☐ Engine overhaul (for IC forklifts).
- ☐ Battery replacement or deep maintenance (for electric trucks and forklifts).
- ☐ Complete hydraulic system check and fluid replacement.
- ☐ Replace forks if wear exceeds 10% of the original thickness.
- ☐ Replace chains if needed in accordance with the manufacturer's recommendation (for lifting forklifts and trucks).
- ☐ Conduct a load capacity test on forklifts.
- ☐ ...

Training & Certification

- ☐ Recertify forklift operators per regulatory requirements.
- ☐ Provide updated training on hazardous materials handling.
- ☐ Conduct a full-scale fire or evacuation drill.

Regulatory & Compliance Checks

- ☐ Ensure all equipment meets OSHA, ISO, or local safety standards.
- ☐ Review and renew permits, inspections, and compliance documentation.