









## Safe Use of Forklift Trucks

Forklift trucks are indispensable in some workplaces, but they can also be dangerous if they are not used properly. When forklift injuries occur, they can be serious given the tremendous weight of these machines. Use this checklist<sup>+</sup> as a guide to keep you and your workers safe. For more information on how you can keep your workplace safe, go to [www.wshc.sg](http://www.wshc.sg)

Name of Company \_\_\_\_\_ Process/ Location \_\_\_\_\_

Checked by (Name/ Designation) \_\_\_\_\_ Date \_\_\_\_\_

Safety Checks		Please tick ( ✓ ) Yes No NA*			If no, action required by:
Forklift is inspected before use. Inspection items include tyre, lighting equipment, foot brake, rear view mirror, and so on.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Forklift is operated by an authorised and trained operator.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Forklift is installed with lap-belt and operators are educated to use it.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
All loads handled are in accordance with the height and weight restrictions on the forklift's load chart.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Forklift is not used as a work platform or to lift people.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Designated forklift drive-ways, stipulated in-house speed limit and convex mirrors for checking blind spots are provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Alight and board the forklift using three points of contact (hands and feet).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____
Forklift is completely shut down after use and the ignition key is removed.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name: _____ Date : _____

<sup>+</sup> This checklist may not cover all aspects of work activities in your workplace. You should review the checklist when there are changes in any work activity.

\* NA – Not applicable

## 安全使用叉车

叉车在某些职场不可或缺，但如果使用不当，则会造成危险。由于叉车极重，因此，如果发生意外，后果可能相当严重。请使用以下检查表<sup>+</sup>，确保工人安全。请登录 [www.wshc.sg](http://www.wshc.sg) 以了解更多详情。

公司名称 \_\_\_\_\_ 流程/地点 \_\_\_\_\_

检查者（姓名/职衔） \_\_\_\_\_ 日期 \_\_\_\_\_

安全指示		请打勾 (✓) 是 否 NA*	如果答否, 必须采取适当措施:
<p>在使用前, 有检查叉车。检查项目包括: 轮胎、照明器材、煞车器、望后视镜等。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____
<p>叉车是由被指定的与经过专业训练的操作员所操作。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____
<p>叉车内有安装安全带, 操作员也了解安全带的用处与重要性。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____
<p>叉车所要装载的货物的重量与尺寸没有超标。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____
<p>叉车没有像工作平台般使用。叉车也没有用来抬人。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____
<p>有提供指定的叉车行驶路线, 指定的车速与查盲点的凸面镜。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____
<p>上下叉车时, 有保持三个接触点 (手脚并用)。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____
<p>使用完毕后, 叉车引擎熄火, 钥匙也有拔除。</p>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	姓名: _____ 日期: _____

<sup>+</sup> 本检查表可能不包罗您职场所有的工作活动。如果工作活动改变, 您应该检阅本检查表。

\* NA - 不适用