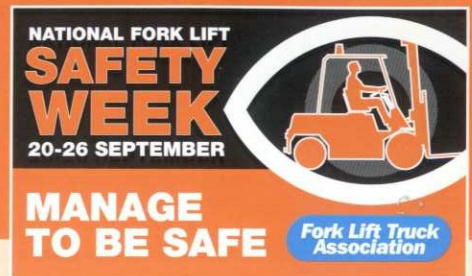


GOOD PRACTICE CHECKLIST



	Always	Often	Sometimes	Never	Note
TRAINING					
All operators are properly trained					1
Operators can only use trucks they have qualified on					2
Checks are in place to stop unauthorised use of trucks					3
Operators are monitored and assessed on a regular basis					4
Additional training is provided for new trucks/systems of work					5
MAINTENANCE					
Daily/Pre shift checks are carried out					6
Faults found are rectified quickly					7
Routine service and maintenance is carried out					8
All fork lift trucks have a regular Thorough Examination					9
Date of next Thorough Examination is clearly displayed					10
OPERATIONS					
The right truck for the task is always used					11
Fork lift trucks and pedestrians are kept well apart					12
Signs and road markings are clear and well maintained					13
Operating areas are kept clean and tidy					14
You feel generally safe in your work environment					15
SUPERVISION					
Managers & supervisors have familiarisation training					16
Daily/pre shift check reports are checked and actioned					17
Bad practices are stopped and remedial action taken					18
Risk assessments are carried out and updated					19
Suggestions and concerns are taken account of					20

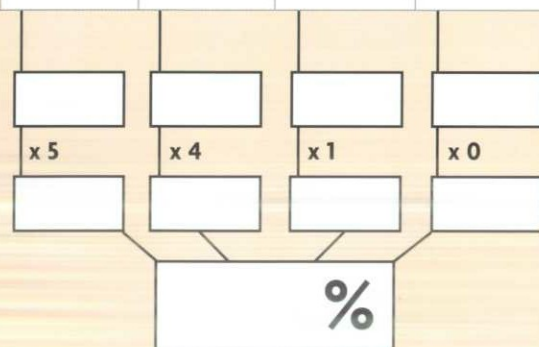
TOTALS

Number of ticks in column

Multiply by

Sub total

Add all together



SCORES

- 100%** Outstanding - Enter the Safe Site Award
- 90-100%** Very good
- 75-90%** Need improvement
- Below 75%** Cause for concern
- Below 50%** Ask for a free Employee Safety Book now
- Below 25%** Stop using fork lift trucks now

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23
24
25



To maintain or improve your standards join the FLTA Safe User Group. Go to www.fork-truck.org.uk