



Department of Environmental Health
& Safety

Forklift Operator Evaluation Form

EOSMS-309-2

Date: 01/14/2014

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Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for period evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name		Operator Department	
Forklift Make		Forklift Make	
Evaluator Name		Evaluation Date	

ITEM INSPECTED				Comments
	Yes	No	NA	
<i>Pre-Use Inspections</i>				
Follow Operator's Daily Checklist.				
Look for Damage.				
Document all findings on the checklist				
<i>Start-Up</i>				
Get on the forklift properly?				
Puts and adjust seatbelt?				
Performs function checks?				
Accelerate smoothly?				
<i>Load Pick-Up</i>				
Aligns the forklift with the load.				
Approach the load slowly				
Stop with the fork tips about 1 foot from the load and makes				
Level the forks; then slowly drive forward until the load				
Lifts the load carefully and smoothly until it is clear?				
Tilts the mast back slightly to stabilize the load?				
Looks over both shoulders and back slowly?				
After out and stopped, lowers the load to travel height?				
<i>Traveling</i>				
Operator does not raise or lower the load and forks while				
Maintain a safe speed.				
Observe all traffic rules, warning signs, floor load limits and				



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Keep arms and legs inside the forklift.				
Follow other vehicles at safe distance.				
Slows down when turning.				
Uses the horn to alert others.				
Travels with the load facing uphill while on a ramp or incline.				
Stops smoothly.				
Putting Down the Load				
Make sure there is sufficient clearance for the load.				
Clear personnel from the area near the load.				
Square up to the location; then stop about 1 foot away.				
Raise the load to placement level.				
Move slowly forward.				
If the load is on a pallet, lower it into position and lower the				
Look over both shoulders before backing out.				
Back straight out until the forks have cleared.				
Lower the forks to traveling position.				
Parking				
Fully lowers the forks.				
Neutralize the controls.				
Set the brakes.				
Turn off the power.				
If parked on an incline, block the wheels.				
Park only in authorized areas.				
Fully lowers the forks.				
Neutralize the controls.				
Set the brakes.				
Fueling/Battery Recharging				
Engine off.				
Fire extinguisher nearby.				
Proper personal protective equipment worn.				
Safe fueling and battery recharging procedures followed.				
Spills cleaned up immediately.				
Trainer Certification				
<i>Based on my evaluation, the operator has successfully</i>	Name			



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*completed the evaluation and is qualified to operate a
forklift.*

Signature