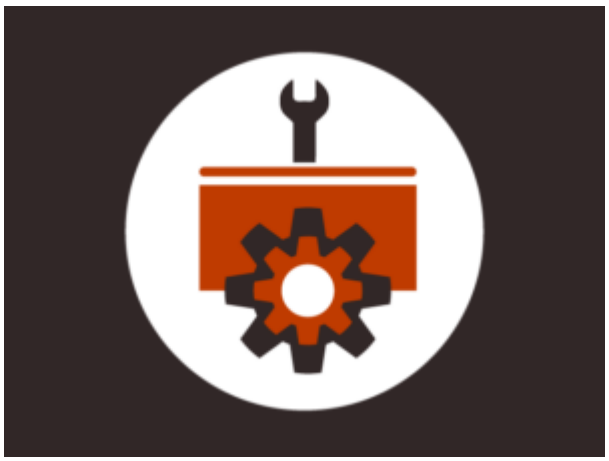
Forklift Travel Safety Tool



Once they’re on the move, forklifts and other powered industrial trucks become dangerous and subject to specific travel safety rules. This form helps prevent these related injuries and incidents from happening, along with consequential safety violations and citations.

HOW TO USE THE TOOL

Use this form to help enforce forklift travel safety. Adapt to meet your specific requirements.

WHEN TRAVELLING WITH LOADS

- All traffic regulations must be observed, including authorized plant speed limits.
- You must slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- If the load being carried obstructs forward view, you must travel with the load trailing.
- Stay at least one foot away from the edge of elevated platform or dock.
- Railroad tracks are to be crossed diagonally whenever possible.
- Parking closer than 8 feet from the center of railroad tracks is prohibited.
- When ascending or descending grades more than 1%, loaded trucks must be driven with the load upgrade.
- Dock boards or bridge plates must be properly secured before they are driven
- Dock boards or bridge plates must be driven over carefully and slowly, and their rated capacity never exceeded.
- Always drive at a safe speed.
- Slow down when taking corners.
- Watch for blind spots. Visibility is greatly reduced when traveling with a load.

FORKLIFT RULES OF THE ROAD

- Always watch where you are going.
- Keep to the right.
- Obey speed limits.
- Keep 3 vehicle lengths away from other vehicles.
- Slow down at intersections.
- The pedestrian always has the right of way.
- No horseplay is allowed.
- No riders are allowed – not on the forks, not on the seat, and not on the back.
- Always keep arms and legs inside the vehicle.

- Face the direction of travel.
- When you leave the forklift but remain within 25 feet of the truck, completely lower the load engaging means unless it supports an elevated platform, put controls in neutral and set the brakes to prevent movement.
- When you leave a vehicle unattended, shut-off the power, set the brakes, bring the mast to the vertical position, and completely lower the load engaging means, and put the controls in neutral.
- When you leave the vehicle on an incline, chock the wheels.
- Check the maximum load capacity on the forklift nameplate.
- Do not load trucks in excess of their capacity.
- Do not move a loaded forklift until the load is safe and secure.
- Carry the load low enough to avoid hitting overhead obstructions such as doorways, pipes, electrical conduits, or sprinklers.
- Do not operate a forklift with a leak in the fuel system.
- Always know the position of your forks.
- Be aware of overhead clearances.
- Always chock the wheels of a truck being loaded or unloaded.
- Stop completely before raising or lowering a load.
- Never travel with a load raised high.