

Forklift Safety Toolbox Talk

A ready-to-run 5-minute crew talk · Powered Industrial Trucks · 29 CFR 1910.178

SafetyVideos.com

Jason Hessom

How to run this talk (5 minutes): Gather your operators and nearby foot traffic before the shift. Read each talking point aloud, then ask the discussion questions and let the crew answer. Close with the one rule, walk the area if you can, and pass the sign-in sheet on page 2. This is an awareness refresher — it does **not** replace formal operator training, evaluation, and certification.

Before You Move: Inspection & Capacity

- **Examine before use — at least daily.** Check tires, forks, mast, chains, horn, lights, brakes, steering, hydraulics, and for leaks before the truck is placed in service; in round-the-clock operations, examine after each shift. A truck with a safety defect is taken out of service, tagged, and reported — not driven.
- **Know your capacity.** The data plate shows the rated load. Never overload, and remember an attachment or a raised load lowers the real capacity.
- **Buckle up, every time.** The seatbelt keeps you in the protective zone if the truck tips.

Loads & Stability

- Keep the load low — a few inches off the ground — and tilted back while traveling.
- Stay inside the "stability triangle": no sharp turns at speed, no raising or tilting a load while turning.
- Travel with the load upgrade (pointed uphill) on ramps and inclines. If the load blocks your view, travel in reverse — except up a ramp.
- Never let anyone stand or walk under raised forks, and never lift people on the forks.

People, Speed & Blind Spots

- **Yield the right of way to pedestrians** — a core safe operating practice. Slow down and sound the horn at intersections, doorways, and blind corners, and follow the site traffic-control plan.
- Keep a safe distance from other trucks, edges, and dock plates. Watch your speed on wet or uneven surfaces.
- Make eye contact with people on foot before you move near them.

Refueling, Charging & Parking

- Shut the engine off to refuel LP or gas. Charge batteries in a ventilated area with no open flames or smoking, and wear the right PPE for acid and to avoid sparks.
- **Parking / leaving the truck:** fully lower the forks, put controls in neutral, set the parking brake, and block the wheels if parked on an incline. If you'll be 25+ feet away or out of sight, also shut off the power. Don't block aisles, exits, or fire equipment.

Tip-Over: Know Your Truck's Procedure

- **Sit-down counterbalanced truck:** if it tips, **do not jump**. Stay in the truck with the restraint fastened, hold on, brace your feet, lean away from the impact, and lean forward. **Other truck types:** follow the manufacturer's instructions and your truck-specific training — a stand-up rear-entry operator may need to step backward off the truck.

Discussion — Ask the Crew

1. What is the first thing you check on your truck before a shift — and what would make you tag it out of service?
2. Where are the worst blind corners or pedestrian pinch points in *our* facility right now?
3. Why does the real lifting capacity drop when we add an attachment or raise the load high?
4. What is the tip-over response for the specific class and model of forklift *you* operate — and where is that procedure shown?

The one rule to remember today: Forklifts can seriously injure **operators and pedestrians**. Slow down, sound the horn where required, keep pedestrians clear, and follow the **truck-specific tip-over procedure** for the class and model you operate.

This talk is a refresher, not certification. OSHA requires employers to certify that each operator has been trained and evaluated, to re-evaluate performance at least every 3 years, and to provide refresher training after unsafe operation, an accident or near miss, assignment to a different truck type, or a workplace change. The **Forklift Operator Training Kit** gives you the full video (available in English or Spanish), the official quiz and answer key, wallet cards, certificates, and sign-in forms — reusable for every new hire. **SafetyVideos.com/Forklift_Operator_Training_Video_p/1001g.htm**

Toolbox Talk Sign-In Sheet

Attendance record · Forklift Safety Toolbox Talk · 29 CFR 1910.178

Date

Location / Facility

Presented by

#	Name (print)	Signature	Job title / Department
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By signing above, each attendee acknowledges they participated in this forklift safety toolbox talk on the date shown. Retain this sheet with your training records. **Note:** attendance at a toolbox talk is not operator certification — keep it with, not in place of, each operator's formal training and evaluation records under 29 CFR 1910.178(l).