

# GET INFORMED

## SELF-ASSESSMENT CHECKLIST



**SAFE USER GROUP**

Part of UKMHA 

	Always	Often	Sometimes	Never	Note
<b>TRAINING</b>					
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
<b>MAINTENANCE</b>					
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
<b>OPERATIONS</b>					
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
<b>SUPERVISION</b>					
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
<b>TOTALS</b> Number of ticks in column Multiply by Sub total  Add all together					21
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<b>SCORES</b>					
100% Outstanding					
90-99% Very good - but don't get complacent					
75-89% Need improvement					22
Below 75% Cause for concern					23
Below 50% Serious cause for concern - take immediate action					24
Below 25% Stop using fork lift trucks now					25



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Note	Comment	Reference
1	Employers are required to ensure that all FLT operators are trained.	PUWER 98 (Reg 9)
2	The certificate provided by the trainer should show what trucks the employee is qualified to operate. Different trucks require different skills.	L117 (Para 67)
3	It should not be possible for an unauthorised person to operate an FLT.	L117 (Para 136)
4	HSE recommend regular monitoring and assessment of operators.	L117 (Para 75-76)
5	If you introduce new or different equipment or change your methods of work you may need to think about additional training for your operators,	L117 (Paras 44)
6	The condition of a lift truck will deteriorate over time. In the interests of safety the truck should be checked before each day or shift it is used.	L117 (Paras 162)
7	Once faults occur those components, and other associated components can deteriorate quickly. In the interests of safety, and economy, repair should not be delayed.	
8	Such preventive maintenance is the best way to keep equipment operating in a safe and productive manner. (Unscheduled work can be expensive.)	PUWER 98 (Reg 5)
9	This is a legal requirement.	LOLER 98 (Reg 9)
10	This is not a legal requirement but it helps to keep everyone informed. See also <a href="http://www.thoroughexamination.org">www.thoroughexamination.org</a>	CFTS
11	Improvised or inappropriate use of equipment is never a good idea. Employers are required to use the right equipment for the job.	PUWER 98 (Reg 4)
12	This is one of the best ways of keeping everyone safe.	L117 (Paras 121)
13	This is another really good way of keeping everyone safe.	L117 (Paras 121)
14	Good housekeeping should be instilled in everyone. As soon as something is spilt, knocked over or dropped it should be cleared up in an appropriate manner.	
15	Everyone has a right to feel safe in their place of work.	
16	It is important that a person who supervises FLT operations can spot bad practice and do something about it. For a small company this may be the boss.	L117 (Para 84-85)
17	It is important to determine that these checks are being carried out and to take action when they are not, or to ensure that faults found are rectified.	
18	This is a normal function of management and supervision. However, with lifting operations these responsibilities are more important.	
19	Tasks should not be taken for granted. The conduct of routine tasks should be checked periodically. More complex tasks may require a risk assessment and plan every time.	LOLER 98 (Reg 8)
20	This is just another example of simple good practice. Taking account of employees' suggestions can help safety and productivity.	
21	As well as adding up the columns look under and beside each main heading to see if there is one group that is further right than you would like. It may point to an area where extra work is needed.	
22	Check the references against any questions where you have not scored "always".	
23	You probably need help to raise your standards.	
24	You should acquire and read L117, as well as the UKMHA Employee Safety Book.	
25	The situation is serious. If your score is genuine then you need to seek professional advice as soon as possible. You can find your closest UKMHA member by putting your postcode into the Member Finder on our website at <a href="http://ukmha.org.uk">ukmha.org.uk</a>	

L22 - PUWER 98 - Safe Use of Work Equipment, Provision and Use of Work Equipment Regulations 1998, Fourth Edition 2014  
 L113 - LOLER 98 - Safe Use of Lifting Equipment, Lifting Operations and Lifting Equipment Regulations 1998, Second Edition 2014  
 L117 - Health and Safety Executive "Safety in Working with Lift Trucks and Safe Use" Third Edition 2013

