

Pallet Jack Pre-Use Inspection Checklist

Manual hand pallet truck and electric walkie / rider pallet truck

Examine before each day's use, and after each shift on round-the-clock operation

Date _____ Shift _____ Truck ID / model _____ Operator (print) _____

MANUAL HAND PALLET TRUCK

Outside 29 CFR 1910.178 · manufacturer daily check
Uline IH-1043 · JET PTW-A · Crown PTH 50 · 1910.176 · 1910.22

☐ **Wheels and load rollers** JET · Uline · NIOSH

Free of embedded debris (strapping, shrink wrap, string). Not worn out of round. Truck rolls smoothly and evenly. If worn: replace, in pairs.

☐ **Axles** Uline

Named in the manufacturer daily check (Uline: "the wheels, axles, handle, forks and lift and lower control").

☐ **Handle and control lever** Uline

All three lever positions work; lever holds neutral. (Labels differ by make: Uline names the fork movement, Crown names the lever.)

☐ **Forks and linkage** JET

Not bent; no breaks or cracks in fork rods or linkage.

☐ **Lift and lower** JET · Uline

Raises with the pump; holds; lowers on command; does not drift down. Air in the pump or a drifting load is a maintenance item: see your manual.

☐ **Labels and capacity** JET · Uline

Warning labels and capacity marking legible. Capacity assumes an evenly distributed load centered at the fork midpoint.

☐ **Leaks** JET

No hydraulic oil at the pump unit or valve.

ELECTRIC PALLET TRUCK · 29 CFR 1910.178(q)(7)

Powered industrial truck · Crown WP 3200 Series Daily Safety Check with the 1910.178 paragraph behind each item

☐ **Battery, cables, connectors** 1910.178(g) · Crown

Charged; water level and vent caps on serviceable batteries; cables and connectors free of damage and corrosion. No open flame.

☐ **All wheels** Crown · JET · (q)(7)

"See that all wheels are in good condition." Drive/steer tire and load wheels: no strapping, shrink wrap, string or other debris; not worn out of round.

☐ **Forks and load backrest** Crown

Both forks straight, not cracked or badly worn; backrest in place and secure if fitted.

☐ **Hydraulic leaks** Crown

Check under the truck.

☐ **Horn, power disconnect, controls** Crown · (q)(7)

Horn sounds; power disconnect works; all controls work smoothly. Control handle clean.

☐ **Nameplate / capacity plate** (a)(6)

In place and legible: capacity, max grade, truck type.

☐ **Test in an uncongested area** Crown

Hydraulics; steering; slow travel both directions; full speed range forward and reverse; braking distance both ways. Too long to stop: do not use.

Any item not right: DO NOT USE. Report it.

Powered truck: out of service until restored to safe operating condition — 1910.178(p)(1). Repairs by authorized personnel — (q)(1).

Replacement parts equivalent in safety to the original design — (q)(5). Hand truck: do not use; report it.

Defect found / action taken: _____ Supervisor: _____

Notes

Forklift Tire Company · 1 (866) 313-2180 · www.forklifttire.com/articles/how-to-use-a-pallet-jack-safely/ · Load wheels for Crown, Raymond, Yale and Hyster electric pallet trucks by OEM part number.

OSHA does not require this examination to be written down (letter of interpretation, May 9, 2000); this form is an employer practice. Wording condensed from the manufacturers' manuals; your truck's own manual governs.

General educational information from Forklift Tire Company, not legal advice or a substitute for employer-provided operator training. Federal OSHA; state plans may require more.

Verify exact tire size and fitment before ordering. v1 · 2026-09-14