

FORKLIFT TRAINING AND SAFETY PROCEDURES

START-UP PROCEDURES

YOU MUST:

- Check for obvious physical damage and fluid leaks on the floor.
- Make sure the overhead guard, load backrest extension, seat belt and all other safety devices are attached properly.
- Inspect tires. Make sure the forks are properly attached and locking clips are in the proper position.
- Check the capacity plate.
- Check the parking brake and service brake and all controls and gauges.
- Make sure hood latches are adjusted and fastened.
- Check fluid levels.
- Listen for unusual noises.
- A maintenance department tag means: Do not operate the forklift. Do not try to repair the forklift yourself. Leave the tag on the forklift and see your supervisor.

SHUT DOWN PROCEDURES

YOU MUST:

- Return your forklift to the proper area.
- Put the directional lever in neutral.
- Set the parking brake.
- Completely lower the forks.
- Put the mast in full vertical position.
- Turn off the forklift.
- Take the key and return it to its proper place.

Your forklift is your responsibility until it is returned to its place at the end of your shift.

LOADING PROCEDURES

YOU MUST CHECK THE FOLLOWING BEFORE LIFTING A LOAD:

- Forklift capacity
- Load weight and load center
- Floor capacity
- The load is secure and stable
- The forks are spread as wide as possible
- The load is up against the load backrest extension

REMEMBER THE FOLLOWING WHEN LOADING:

- Do not balance a load on one fork.
- Do not allow anyone to walk under the forks when the load is raised.
- Do not lift anyone on the forks unless with an OSHA approved platform.

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UNLOADING PROCEDURES

YOU MUST CHECK THE FOLLOWING BEFORE UNLOADING:

- Make sure the load is stable
- Rack capacity.
- Top and side clearance of rack
- The forks are clear of the rack before lowering

REMEMBER THE FOLLOWING WHEN UNLOADING:

- Do not strike the rack with the forks or the load.
- The forks are clear before pulling out.
- Keep the mast vertical.
- Never reach through the mast for any reason.
- Never let anyone reach through the mast.

DRIVING

GENERAL RULES

- Stop and look before entering an aisle.
- Do not cross or turn over a ramp.
- Stay to the side of the aisle in the direction that you are going to turn.
- Make sure your load and forks clear the corner.
- Come to a stop at all intersections and blow your horn to warn others.
- Travel at a safe speed and go slow.
- Look ahead for clearance in aisles, doorways and ceilings.
- Keep your arms and legs in the forklift at all times.
- Never travel with a raised load
- Do not let anyone ride on the lift with you.
- Pre-check the floor plan of your intended routes.
- Drive in reverse when a load prevents you from seeing forward.
- When loaded and going on a downgrade, judge whether or not it may be wiser to be in reverse.
- Keep a constant eye out for debris and garbage on the ground.

LOADING DOCKS

- Always make sure the trailer wheels are chocked.
- Make sure the brakes of the trailer are locked.
- Make sure the nose end-supports are lowered.
- Make sure the dockboard is secured to the truck.
- Position the lights in the trailer for the best visibility.
- Keep away from the edges of the dock.
- Make sure your forklift has the right mast for use in a trailer.
- Check the floor capacity of the trailer.

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MAINTAINING STABILITY

LIFTING A LOAD AND TRAVELING

- Ask your supervisor before lifting a long, wide or unusual shaped load.
- Make sure the load is centered on the forks.
- Lower the load before traveling or turning.
- Lift only with the mast vertical.
- Never lift a maximum capacity load with a horizontal load center greater than 24 inches.
- Lower the load 6 to 8 inches off the floor and tilt the mast back before traveling.
- Never turn or cross over ramps.
- Go slow on rough or uneven surfaces.

TIP-OVERS

- Do not ever try to jump out when tipping.
- Stay in the forklift
- Hold on tight.
- Brace feet.
- Lean away from the fall.

Forklift drivers play an important part in industry. It is a job that carries a great deal of responsibility. It is a professional job. Be safe at all times. Get to know your forklift and your workplace. Be cautious not to get too comfortable, and always be alert even during daily routine assignments.