

FORKLIFT SAFETY-GENERAL OPERATING RULES

Operating a forklift takes skill and knowledge. The forklift operator and those around the operator must treat the forklift with proper respect. Using proper procedures, such as those listed below, will minimize the potential for accidents and injuries, as well as make your job easier.

1. Pre-Trip Inspection: Check the following for proper condition and correct all deficiencies:

- Engine oil and other fluid levels
- Tire pressure
- Steering and hydraulic controls
- Warning devices
- Service and parking brakes
- Battery level
- Gauges and instruments
- Cable connections
- Fuel level and propane tank connections
- Tank securing devices
- Lights
- Seat belts fluid leaks

General Safety Rules: Follow these safety rules each time a forklift is operated:

- Authorized operators only
- Always check the front and rear before starting
- No riders
- No stunt driving, speeding or horseplay
- Don't stand under raised forks
- Keep your body within the forklift and fasten seat belts
- Never walk between forks and any object
- Maintain good vision of the area
- Be aware of people and other vehicles
- Be cautious on turns and stops at blind corners
- Sound horn when approaching
- Do not operate forklift with wet or greasy hands
- Drive with the load upgrade
- Use proper and approved platforms when lifting personnel
- Be cautious of overhead obstructions

Loading and Unloading: Forklifts behave differently when carrying a load, so remember:

- Do not overload the forklift
- Approach the load slowly and carefully
- Keep the mast in vertical position

- Space forks to distribute weight evenly
- Approach load and drop off area at right angles
- After properly loaded, tilt the mast back to stabilize the load
- Raise the load only enough to prevent dragging
- Position the mast vertically over the unloading spot
- Lower the load and reverse slowly, watch for rear swing-don't drag the forks
- When loading trailers-chock wheels, set brakes & use jacks

Parking and Refueling: Be cautious about unattended forklifts and potential fire hazards.

- Place the forks on the floor when refueling
- Set controls to "neutral" and turn engine off
- Set the brakes
- Remove the key
- Do not overfill tanks
- Replace the cap and clean spilled fuel
- Wear required PPE
- Get proper authorization and training