

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.

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

- | |
|---|
| <ul style="list-style-type: none">• Engine oil and other fluid levels• Tire pressure• Steering & hydraulic controls• Warning devices• Service & parking brakes• Battery level• Fluid leaks |
|---|
- **Gauges & instruments**
 - **Cable connections**
 - **Fuel level & propane tank connections**
 - **Tank securing devices**
 - **Lights**
 - **Seat belts**

General Safety Rules:

Follow these safety rules each time a forklift is operated:

- | | |
|--|--|
| <ul style="list-style-type: none">• Authorized operators only• Always check the front & rear before starting• No riders• No stunt driving, speeding or horseplay• Don't stand under raised forks• Keep your body within the forklift & fasten seat belts• Never walk between forks & any object• Maintain good vision of the area | <ul style="list-style-type: none">• Be aware of people & other vehicles• Be cautious on turns & stop 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:

- | | |
|--|---|
| <ul style="list-style-type: none">• Do not overload the forklift• Approach the load slowly & carefully• Keep the mast in vertical position• Space forks to distribute weight evenly• Approach load & drop-off area at right angles• After properly loaded, tilt the mast back to stabilize the load | <ul style="list-style-type: none">• 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 unloading trailers - chock wheels, set brakes & use jacks |
|--|---|

Parking and Refueling:

Be cautious about unattended forklifts and potential fire hazards.

- | | |
|---|--|
| <ul style="list-style-type: none">• Place forks on the floor when refueling• Set controls to "neutral" & turn engine off• Set the brakes• Remove the key | <ul style="list-style-type: none">• Do not overfill tanks• Replace the cap and clean spilled fuel• Wear required PPE• Get proper authorization & training |
|---|--|