



FORKLIFT OPERATIONS

Few plants or warehouses today could exist without a forklift operation. But forklifts are dangerous in the hands of inexperienced operators. A professional operator has to be able to recognize dangers and know how to take actions to protect themselves and fellow workers.

PRE-OPERATION CHECK

- Brakes
- Steering
- Clutch
- Levers
- Hydraulic Lines
- Exhaust Emissions
- Tires
- Horn
- Lights
- Overhead Guard
- Inching Pedal

PICKING UP A LOAD

- Observe vehicle capacity.
- Inspect load and determine weight.
- Properly space forks.
- Approach load slowly and squarely.
- Rest load against mast.
- Tilt mast backwards.
- Avoid jerks.
- Keep eyes on the load.

SETTING DOWN A LOAD

- Drive squarely up to position.
- Raise load to desired height.
- Tilt mast to vertical.
- Set load down slowly.
- Back away slowly and squarely.
- Do not raise or lower the load while truck is in motion.

DRIVING WITH A LOAD

- Raise load high enough to clear driving surface but be aware of overhead hazards such as structural steel and fire sprinklers.
- Favor the side of a turn.
- Drive so you can see in all directions, clear of doorways, columns, storage racks, etc.
- Yield to the vehicle at your right.
- Obey traffic rules, warning signs, and aisle markings.
- Cross railroad tracks at an angle.
- Back down ramps.
- Sound horn at curves and intersection.

DRIVING WITHOUT A LOAD

- Keep forks not more than six to eight inches above surface.

GENERAL SAFETY CONSIDERATIONS

- No horseplay.
- Check to be sure dock plates are secure.
- Be sure vehicle to be loaded or unloaded cannot roll.
- Never permit riders.
- Only use the vehicle as a man lift when a proper lifting platform is provided.
- Do not drive into a confined space with a fellow worker inside.
- Keep arms and hands away from the mast.
- Never leave the key in an unattended vehicle.
- Avoid placing loads near exits, sprinkler heads and valves, and fire extinguishers.
- Avoid running over loose objects and observe overhead clearances.

Date:	Company Name:	
Project Number/Name:	Meeting Location:	Person Conducting Meeting:

Items Discussed: _____

Problem Areas or Concerns: _____

Attendees: _____

Comments: _____
