

Company Name: _____ Job Site Location: _____

Date: _____ Start Time: _____ Finish Time: _____ Foreman/Supervisor: _____

Topic 3: Forklift Safety (Part A)

Introduction: In one form or another, forklifts are one of the most common vehicles around a workplace. Although they are very useful equipment, forklifts are guilty of being involved in many serious injury accidents, mostly due to improper, careless operation.

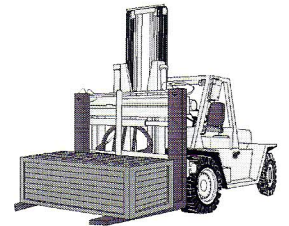
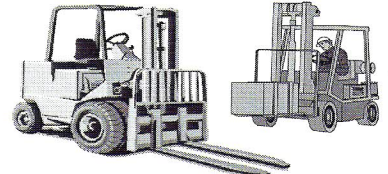
OSHA Requirements — cover regulations for equipment of this type. Vehicles may be referred to as: Forklifts, high-lift trucks, fork trucks, low-lift trucks, cantilever trucks, motorized hand/rider trucks, and etc. OSHA estimates that because of unsafe forklift operations, more than 100 people are killed, and nearly 95,000 are seriously injured every year. **Primary causes for fatal or serious accidents are:**

- | | |
|--|--|
| 1) Vehicle tip-over's | 5) Falling from a platform on the forks |
| 2) Being crushed between the vehicle and another surface | 6) Running the forklift off a loading dock, ramp, or other surface |
| 3) Getting struck by the vehicle | |
| 4) Being hit by falling material from a dropped load | |

These accidents are caused by operator errors. Well trained drivers have very few mishaps. All drivers must complete training and be evaluated before they're allowed to operate a fork-truck without direct supervision. They must be re-evaluated every 3 years. Re-training can be triggered by having an accident, near misses, re-assignment to different equipment or workplace, or observations of unsafe operation. All employers must certify that each of his operators has been properly trained and is competent to operate the forklift in a careful, safe manner.

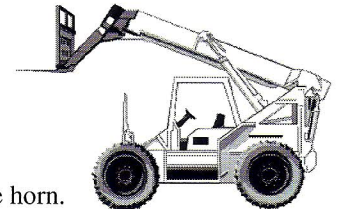
Basic Forklift Operations: Always use 3-points of contact when climbing on and off the forklift.

- **Always** connect your seat belt (where applicable) before operating the forklift.
- **Do not** allow anybody underneath raised forks, regardless whether forks are loaded or empty.
- **Handle** only loads that are stable and safely arranged; secure palletized material as needed.
- **Do not** handle loads in excess of the trucks or any attached component's rated capacity.
- **Always** place forks under the load as far as possible when lifting; then stabilize by slight rearward tilting of the mast.
- **Do not** tilt mast forward unless setting the load down.
- **Overhead** and back guards must be in place to protect operator from risk of falling loads.
- **Use** only safety platforms to lift people.



When traveling in the forklift, follow these safety rules:

- **Approval** by a competent person is needed to operate equipment in a hazardous location; most accidents occur while moving.
- **Watch** where you are going and keep a clear view. If the load obstructs your view, drive in reverse with load in rear.
- **Never** drive up to anyone standing in front of fixed objects.
- **No** riders allowed unless vehicle is specifically designed for a passenger.
- **When** carrying a load, keep it as low as possible. Raise fork only as needed to clear road surface.
- **Always** keep to the right in 2-way traffic.
- **No** speeding; slow down on wet, slippery surfaces and when turning
- **Keep** vehicle under control at all times to ensure and maintain safe stopping capability.
- **When** approaching or crossing obstructed vision locations, or blind spots, slow down and sound the horn.
- **Be sure** of sufficient clearances to overhead obstructions such as lighting fixtures, pipes, conduit, or ductwork.
- **Stay** within rated capacities of dock boards, bridge plates, or any other elevated structures.
- **Always** make sure structures are secure before driving on them.
- **Keep** a safe distance from the edges of docks, ramps and platforms.



Conclusion: Never allow horseplay or stunt driving with a forklift; use good sense and caution to operate forklift equipment safely.

Work Site Review

Work-Site Hazards and Safety Suggestions: _____

Personnel Safety Violations: _____

Employee Signatures: _____ (My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)

_____	_____	_____
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These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.