

# STANDARD OPERATING PROCEDURES

## Forklift

**DO NOT use this machine unless you have received authorization from the Shop Coordinator**



Hard hat must be worn at all times.



Gloves must be worn.



Sturdy, closed-toe work boots must be worn at all times.

### Potential Hazards and Injuries

- ⚠ Slip, trip & fall climbing into vehicle
- ⚠ Rolling the wheels off an edge, ramps and loading docks
- ⚠ Running into obstacles
- ⚠ Hitting pedestrians
- ⚠ Load falling off forklift
- ⚠ Damage to material by improper loading
- ⚠ Overloading
- ⚠ Pinching hands between the truck and other objects.
- ⚠ Struck against - Running into objects
- ⚠ Struck by - Collisions with other equipment
- ⚠ Injury to other personnel
- ⚠ Damage to other equipment
- ⚠ Running over and crushing the operator.

### Pre-Operational Safety Checks

- ✓ Walk around inspection: tires, lights, frame (stress), leaks, and fluid levels.
- ✓ Vehicle startup: check gauges, oil & air pressure, hydraulics, and brakes.
- ✓ Make sure to inspect the equipment against the pre-operational checklist before use.
- ✓ Use caution when mounting or exiting the forklift to avoid falls.

### Safe Practices During Operation

- ✓ Buckle your seat belt when you're in the truck.
- ✓ Drive with your load on the uphill side. This means you drive up slopes with your load in front.
- ✓ Eye and hand protection along with electrical safety should be practiced during operation.
- ✓ Operate equipment in strict accordance with Manufacturer's instructions.
- ✓ Slow down and sound your horn at corners, intersections and places with limited view, coming in and out of buildings or blind corners.
- ✓ Slow down for turns.
- ✓ Drive in reverse if your vision is obstructed.
- ✓ Make sure that you have enough overhead clearance.
- ✓ Always look in the direction that you are traveling in.
- ✓ Spread forks as wide as possible for transporting the load.
- ✓ Tilt the mast slightly forward and align the forks with the base of the load.
- ✓ Proceed slowly and insert the forks into the base of the load. Ensure that at least 2/3rd the length of the fork enter the base of the load.
- ✓ Lift forks approximately 4 inches for the load to clear the floor.
- ✓ Tilt mast back in preparation for traveling.

- ✓ Be alert while operating and transporting loads.
- ✓ Inspect the load/pallet to make sure it's safe.
- ✓ Wear gloves to protect your hands and other regulated PPE.
- ✓ Keep your arms and hands in the truck.
- ✓ Keep the controls and your hands clean and dry.
- ✓ When unloading, position the truck at the desired location.
- ✓ If stacking loads, adjust the height of the load as appropriate.
- ✓ Tilt the mast forward to place the forks parallel to the ground.
- ✓ Once the load is set, slowly back away from the load.
- ✓ Make sure the forks are not resting on the bottom of the pallet before backing up.
- ✓ When clear of the load, place the forks at the proper height for traveling.
- ✓ When elevating employees, employees can be lifted on approved platforms having a solid base, toe boards, mid rail, top rail and must be secured to the forklift.
- ✓ Turn the truck off when parking.
- ✓ Always administer the emergency brake.
- ✓ Leave the truck- Keeping your balance by maintaining a 3 point stance.
- ✓ Be aware of condition of walking surface.
- ✓ Always make sure the forklift is in neutral.

## **DON'T**

- ⊗ Do not drive near ledges.
- ⊗ Never turn around on the slope.
- ⊗ Do not drive down slopes in reverse.
- ⊗ Do not turn on slopes/inclines.
- ⊗ Do not overload the forklift. Understand the load chart.
- ⊗ Do not add additional weight to counter balance the load greater than the rated capacity of the forklift.
- ⊗ Don't allow passengers or riders.
- ⊗ Do not disable the safety features such as back up alarms and flashing lights on the forklift.
- ⊗ Do not lift employees on the blades of the forklift or on a pallet.
- ⊗ Never leave the truck until you lower the lifting mechanism, put controls in neutral and set the brakes.
- ⊗ Do not leave keys inside the forklift after use.