

## FORKLIFT

1. Only trained and authorized operators shall be permitted to operate a forklift.
2. Perform a walk-around inspection of the forklift before each use. Make sure that all safety devices are in place and functioning properly, including the back-up alarm.
3. USE YOUR SEATBELT!
4. Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
5. No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
6. Passengers are not allowed to ride on a forklift.
7. Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the forklift.
8. When a forklift is left unattended, the load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the forklift is parked on an incline.

A forklift is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.

When the operator of a forklift is dismounted and within 25 ft. of the forklift still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.

9. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Forklifts shall not be used for opening or closing freight doors.
10. Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven into.
11. There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
12. An overhead guard shall be used as protection against falling objects.
13. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
14. Only approved forklifts shall be used in hazardous locations.
15. Whenever a forklift is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection of personnel being elevated.
  - a. Use of a safety platform firmly secured to the lifting carriage and/or forks.
  - b. Means shall be provided whereby personnel on the platform can shut off power to the truck.
  - c. Such protection from falling objects as indicated necessary by the operating conditions should be provided.
16. The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
17. Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
18. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
19. Grades shall be ascended or descended slowly.

20. When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.
21. On all grades, the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
22. Under all travel conditions the forklift must be operated at speed that will permit it to be brought to a stop in a safe manner.
23. Stunt driving and horseplay is not permitted.
24. Slow down for wet and slippery floors.
25. Avoid running over loose objects on the roadway surface.

Date: \_\_\_\_\_