

# FORKLIFT TRUCKS

## Suggested Guidelines

Forklifts can haul and dump tubs of material, carry containers of molten metal and transport pallets of heavy products. A forklift can be adapted for almost any lifting and transporting task. Forklifts can be dangerous to people and property when operated incorrectly. Most forklift accidents result from operator error, increasing the importance of operator training. Suggested requirements for drivers are: above average vision, hearing and health, a mature attitude, a good vehicle driving record, a positive safety attitude, and a completion of a forklift operator training course each two years.

- \* When carrying a load drive up a ramp or grade. Never drive down when you are carrying a load. Never make a turn while your forklift is on the ramp. Lower the forks to keep the center of gravity low.
- \* Always use a proper dock board when loading a vehicle from the dock. Keep the forklift away from the edge of the loading dock.
- \* Make sure the parking brake is set and the wheels are chocked on the vehicle being loaded.
- \* Place the forks all the way under the load. Space forks apart so they fit the load being lifted. This will help to maintain proper balance and prevent the load from falling. Never lift a load that appears to be unstable. Use belts to secure the load onto the forks.
- \* Center the forks beneath the load being lifted. Lifting an un-centered load can cause the load to fall. Tilt the uprights slightly back when raising and carrying a load.
- \* Do not carry any riders unless the truck is specifically designed for them. Always keep hands and feet inside. Never speed or allow unauthorized persons to drive a forklift.
- \* Never smoke when refueling or when checking the battery of a forklift. Always turn off the engine when refueling.
- \* Use a properly secured safety platform when the truck is to be used as a lifting device.
- \* Never carry loads that obstruct your view.
- \* When the forklift is parked, fully lower the forks, put the controls in neutral, turn off the engine, set the parking break and remove the key.
- \* When turning, reduce your speed and maneuver carefully.

- \* Stay a safe distance away from other forklifts. Never drive side by side.
- \* At blind corners, stop the forklift and sound the horn.
- \* Know where low clearances, pipes, sprinklers or low doorways are located.
- \* A complete inspection of the forklift should be made prior to any operation of the unit.

If you find anything wrong, report it to your supervisor or maintenance department.

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