

Location \_\_\_\_\_ Trainer \_\_\_\_\_ Date \_\_\_\_\_

## FORKLIFT SAFETY PRACTICES

The safe operation of forklifts is something that is often taken for granted. For you, that's a dangerous practice. Only trained and approved operators should be permitted to operate this equipment. To assure your safety and the safety of your co-workers, follow these safety practices:

- Make sure the load is secure before you move it.
- Travel with the forks about 4 inches off the floor.
- Never travel if your view is obstructed.
- Don't exceed the fixed speed limits.
- Know the maximum load limit of a lift and never permit an overload.
- Never allow others to ride with you.
- Keep the load in the front on an upgrade and in the back on a downgrade.
- Follow established traffic patterns, such as four-way stops at intersections. Stay within the aisle markings.
- Sound the horn only when necessary; don't try to frighten pedestrians.
- Observe back-up rules and make sure the alarm is working.
- Never leave the truck unattended when the engine is running.
- When refueling your truck, shut the engine off and don't smoke. Make sure the refueling area is well ventilated.
- Batteries should be serviced only in designated areas.
- Never engage in horseplay or "trick" driving.
- Don't use forks to align or straighten stacked material.
- Never raise or lower a load while traveling.
- Don't stand under a load while it's being raised or lowered.
- When the vehicle is parked, lower the forks, keeping them as close to the ground as possible.
- Never attempt to accelerate quickly or stop suddenly.
- Check your machine thoroughly before starting it and report any malfunctions immediately. Before and after each shift, check the brakes, steering, controls, forks, hoists, warning devices and lights.

If a forklift operates on liquefied petroleum gas, the following specific precautions must be taken:

- Before starting the motor always check for gas leaks.
- When exchanging fuel containers, do not disconnect the tank until you have shut off the fuel supply and run the engine to make sure all the system's fuel has been used.
- If the truck is out of use for an extended period of time, close the hand valve and make certain the fuel system is dry.
- Never park the truck near intense heat or flammable materials.
- Don't try to connect the gas tank when gas is escaping from the connecting point. Connections should be performed outdoors if possible.