



Forklift Safety Procedures

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Overview

Some employees may be required to use forklifts and we are committed to providing training for all operators based on their prior knowledge, types of vehicles used at our facilities, and the hazards in the workplace.

Our policy is only trained, authorized and certified operators shall be permitted to operate a forklift. The forklift training will consist of group discussion, tests, classroom, and hands on practice. The following topics will be covered in the forklift training:

Characteristics of a Forklift

Employees will be trained on the type of forklift that they will be authorized to operate and its relationship to the following topics:

- Differences from the automobile;
- Controls and Instrumentation: location, what they do, and how they work;
- Engine or motor operation;
- Steering and maneuvering;
- Visibility;
- Fork and/or attachment operation, and limitations of their use;
- Vehicle capacity;
- Vehicle stability;
- Vehicle inspection and maintenance the operator will be required to perform;
- Refueling or charging and recharging batteries;
- Operating limitations; and
- Any other operating instruction, warning, or precaution listed in the operator's manual for the type of vehicle the employee is being trained to operate.

Operating Environment

Employees will be trained on the importance of being aware of their surroundings, and the loads that they will be working with. The following topics will be covered;

- Floor surfaces and/or ground conditions where the vehicle will be operated;
- Composition of probable loads and load stability;
- Load manipulation, stacking, and un-stacking;
- Pedestrian traffic;
- Narrow aisle and restricted place operation;
- Operating in classified hazardous locations;
- Operating the truck on ramps and other sloped surfaces that would affect the stability of the vehicle;
- Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace; and
- Operating the vehicle in closed environments and others where insufficient ventilation and/or poor vehicle maintenance could cause buildup of carbon monoxide or diesel exhaust.

Employee Evaluation

During the course of forklift operation, management may observe the employee performing an unsafe act, such as riding the load too high or traveling at an unsafe speed. The supervisor making the correction should point out the incorrect manner of operation of the forklift or other unsafe act being conducted, tell the

employee how to do the operation correctly, and then ensure the employee does the operation correctly. When there have been multiple on-the-spot corrections, we require that the employee be re-trained on the following information:

- Common unsafe situations encountered in the workplace;
- Unsafe operating methods observed or known to be used;
- The need for constant attentiveness to the vehicle, the workplace conditions, and the manner in which the vehicle is operated.

Evaluations (written form) on operators will be completed a minimum of every three years and will be retrained in the area needed if an accident occurs and/or someone observes an unsafe act as stated above.

Daily Forklift Inspection

All company forklifts will be inspected once per shift by a designated operator(s). The designated operator(s) will be required to fill out the inspection checklist at the beginning of each shift before operating forklift. If there will be multiple operators on a forklift, each operator must verify that the daily report was completed.

Employee Operating Instructions

We shall post and enforce the operating rules. Every employee who operates a forklift shall be instructed in the following procedures and in any other practices dictated by the work environment. Such information shall be provided at the time of initial assignment and at least annually thereafter. Copies of these instructions, printed in a language understood by the majority of the employees, shall be conspicuously posted at a place frequented by the drivers.

1. Securely fasten your seat belt if the tractor has a ROPS.
2. Where possible, avoid operating the tractor near ditches, embankments, and holes.
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads, and around trees.
6. Do not permit others to ride.
7. Operate the tractor smoothly--no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When forklift is stopped, set brakes securely and use park lock if available.

Safe Handling of LPG (Liquefied Petroleum Gas)

- Stop the motor, set handbrake, and block wheels before connecting LP Gas hoses. After filling LP Gas vessel, stop the motor before disconnecting hoses.
- Check for open flames and other sources of ignition in the immediate vicinity before connecting LP-Gas hoses.
- Do not smoke while transferring LP-Gas.
- Check the working pressure of the consumer's LP-Gas vessel. This working pressure should be at least equal to the vapor pressure of the LP-Gas to be transferred.
- Stand by the filling valve during the transfer to LP-Gas.
- Walk completely around the truck before starting to leave, to make sure all hoses are disconnected and properly secured.

- Purge all tanks before making any repairs or alterations.
- Keep fire extinguishers in good condition, and refill immediately after use.
- Do not use open flame to locate LP-Gas Leak.
- Do not fill any cylinder within 10 feet of a building or house trailer.
- An LP-Gas vessel must be mounted on a firm foundation of concrete or masonry.
- Where there is any possibility of an LP-Gas vessel being struck by a vehicle, it must be protected by a suitable curb, fence or crash posts with railing.
- The vessels must be plainly marked Flammable on each side with lettering that is at least 1/12 the diameter of the vessel in height (lettering need not be more than 1 ½ inches high on vessels of 500 gallons or less, or more than 4 inches high for larger tanks.)
- Signs stating: No Smoking or Open Flame Permitted Within 25 Feet must be posted on or near the vessel in letters at least 1 ½ inches high.

Volumetric capacity of tanks and cylinders (in U.S. gallons)	Minimum distance from source of ignition
60 to 575 U.S. gallons inclusive	10 feet
576 to 2,000 U.S. gallons inclusive	25 feet
Over 2,000 U.S. gallons	50 feet

- The vessel must be at least 10 feet from the nearest street line or sidewalk, and at least the following distances from the nearest building:

Capacity Per Storage Tank	Minimum distance in feet		Distance in feet between above ground storage tanks
	Underground	Aboveground	
U.S. gallons to 500	10	10	3

Forklift Evaluation/Re-Evaluation

Operator Name:		Evaluator Name:				
Date of Evaluation:		Equipment Operated:				
Operator Behaviors		Good	Fair	Poor	N/A	Comments
Pre-use Inspection						
1.	Follow the Operator's Daily Checklist.					
2.	Look for damage.					
3.	Document all findings on the checklist					
Picking Up a Load						
1.	Square up on the center of the load.					
2.	Stop with the fork tips about 1 foot from the load					
3.	Clear personnel from the area near the load.					
4.	Level the forks; then slowly drive forward until the load contacts the carriage.					
5.	Lift the load carefully and smoothly until it is clear.					
6.	Tilt the mast back slightly to stabilize the load.					
7.	Look over both shoulders.					
8.	After out and stopped, lower the load to travel height.					
Traveling						
1.	Do not raise or lower the load and forks while traveling.					
2.	Maintain a safe speed.					
3.	Observe all traffic rules, warning signs, floor load limits and overhead clearances.					
4.	Keep arms and legs inside the forklift.					
5.	Follow other vehicles at a safe distance.					
6.	Slow down when cornering.					
7.	Use the horn to alert others.					
8.	Travel with the load facing uphill while on a ramp or incline.					
9.	Stop smoothly.					
Putting Down The Load						
1.	Make sure there is sufficient clearance for the load.					
2.	Clear personnel for the area near the load.					
3.	Square up to the location; then stop about 1 foot away.					
4.	Raise the load to placement level.					
5.	Move slowly forward.					
6.	If the load is on a pallet, lower it into position and lower the forks further.					
7.	Look over both shoulders before backing out.					
8.	Back straight out until the forks have cleared.					
9.	Lower the forks to traveling position.					

Forklift Evaluation/Re-Evaluation Page 2

Operator Behaviors		Good	Fair	Poor	N/A	Comments
Parking						
1.	Fully lower the forks.					
2.	Neutralize the controls.					
3.	Set the brakes.					
4.	Turn off the power.					
5.	If parked on an incline, block the wheels.					
6.	Park only in authorized areas.					
Fueling a Battery Replacement						
1.	Turn the engine off.					
2.	Keep a fire extinguisher nearby.					
3.	Use the proper Personal Protective Equipment (PPE).					
4.	Follow safe fueling and battery recharging procedures.					
5.	Clean up spills immediately.					
Final Evaluation						
	Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:					
	Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:					

Standard Forklift Inspection Form

Operator Inspecting:	Make & Model:	Unit No.:
Job/Location:	W/E:	Hour Meter Reading:

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date:	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Propane/LPG							
KEY OFF Procedures	Ok Needs Attn.	Ok Needs Attn.	Ok Needs Attn.	Ok Needs Attn.	Ok Needs Attn.	Ok Needs Attn.	Ok Needs Attn.
○ Overhead guard	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Hydraulic cylinders	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Lift chains and rollers & Mast assembly	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Forks	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Tires	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ LPG tank - locator pin – hose – gas gauge	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Check the engine oil level	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Examine the battery	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Check the hydraulic & transmission fluid level	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Check the engine coolant level	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
KEY ON Procedures							
● Test the front, tail, and brake lights	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
ENGINE RUNNING Procedures							
● Check the gauges							
○ Oil pressure indicator lamp	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Ammeter indicator lamp	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Hour meter	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Water temperature gauge	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Test the standard equipment							
○ Steering	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Brakes	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Horn	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Front, tail, and brake lights	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
○ Seat belt	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
● Check the operation of load-handling attachments	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Report any problems found to your manager/foreman before using. ALWAYS lock/tag-out unsafe equipment

Record Any Malfunctions, Damages or Problems

Operator's initials: