

SAFE WORK PRACTICES

3.3 SAFE USE OF FORKLIFTS

Safe Work Practices:

1. Established maintenance program in place.
2. All operators have to be certified on the proper machinery.
3. Ensure all safety equipment is in place and in good working order.

Procedures:

1. Ensure you are wearing the proper P.P.E. applicable to this equipment when required (ie. Hard Hats, Safety Boots, Safety Glasses). Seat belt must always be worn prior to starting the machine.
2. Walk around the vehicle prior to moving it, and carry out start up inspection.
3. Ensure load is balanced and secure prior to moving it.
4. When appropriate, sound horn when rounding corners or backing up.
5. Speed of travel must be a reasonable speed to ensure appropriate reaction time.
6. When driving, back down inclines and forward up inclines.
7. Never operate a forklift unless proper training and certification has been received.
8. Always use 3 points of contact when entering or exiting the cab of the forklift.
9. Do not leave fork lift truck running if you leave it. It should always be turned off and the park brake engaged before getting off the truck.
10. Keep forks low when travelling.
11. Always look out for bystanders when driving. They have the right of way. Stop the forklift and ask for them to move.
12. Don't use the forklift to move people.
13. Do not take the forklift outside when conditions are not correct – snow/ice on the ground.
14. Always turn off propane tank at back of lift when done.