

# Working with a forklift

## 1. Purpose

The purpose of these safety instructions is to ensure that, having read the instructions, the employee is aware of the risks associated with the described work activities and can perform them safely.

## 2. General

To use a forklift safely you have to really know what you are doing. You must be **16** years of age or older to drive the forklift alone. Within VDL Steelweld the rule is that anyone who works with a forklift must have a certificate. This is because the company is obliged to ensure that only employees who have the necessary expertise work with the forklift.

## 3. Risks

- Falling or tipping of the load
- Tipping of the forklift
- Colliding with people, property or buildings
- Damaging property and equipment through misuse

## 4. Measures

- Distribute the load across the fork
- The driver must maintain good visibility.
- A horn and a reverse signal
- Inspect the forklift before use
- Forklift driver must be certified

## 5. Picture



## 6. Pictograms



## 7. Required PPE



- Inspect the vehicle before you turn the key
- Report every existing defect to the manager
- Check the load to be moved to make sure the forklift is suitable for the job
- Make sure you are ALWAYS familiar with, understand and use the fork load diagram
- Always park the forklift with the forks unloaded and on the floor, the mast slightly forward, the ignition key removed and the steering wheel straight.
- Always wear the seatbelt.
- Keep to the speed limit on the grounds



- NEVER let anyone who is not certified drive the forklift
- NEVER allow anyone to ride on the forklift or the fork
- NEVER extend hands or feet outboard
- Never drive with the fork at eye level. Keep a minimum of  $\pm 25$  cm above the ground

Owner:

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HSE Coordinator

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