

Forklift Operation: applies to FORKLIFTS vehicles operated by ArcelorMittal or by its contractors, which are used inside ArcelorMittal sites or out of the sites for ArcelorMittal business purposes.

Basic requisites for the equipment:

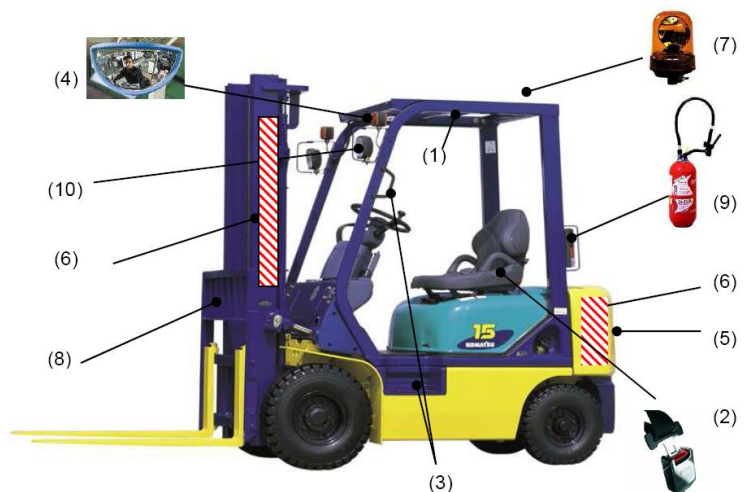


- Fall-on protection : protection for driver against material falling from overhead
- Seat belt : all forklifts must be fitted with a seat belt which must be used by the driver at all times. It is a good practice to have it retractable and linked to the ignition
- Step and grab handles to enable the operator to get onto the forklift; steps have to be fitted with non slip material and be maintained in a good condition
- Wide angle rear vision mirror; it is a good practice to have camera on top of forklift to safely access material stored high
- Improved visibility paint to make the forklifts more visible. To be able to monitor the driving and working behavior of the forklift driver, the backside of the forklift should always be kept painted in perfect state. Any damage must be explained by the driver immediately after occurring.
- Reflective tape to be attached to mast and counterweight
- Flashing lights : can be flashing, blinking or rotating
- Load back rest : prevents the loads from falling into the driving space; the grid must be adapted according to the size of the loads to carry
- When the work area is not equipped, the forklift should be foreseen with fire fighting equipment
- Front and rear lights: in case of low lighting, at night or in badly lit spaces; if they are fitted on the forklift, they have to be permanently switched on when the forklift is in operation



And:

- Operator's protection including weather guard if the forklift is used outside (e.g. wind shield, cockpit, ...)
- Locking system (ignition key or other system) to prevent use by unauthorized persons
- Reverse motion alarm
- Parking brake,
- Adequate tires for the activity (for example, chamber tires should not be used for high elevations).
- Load support: some devices to be mounted on the fork to be used during the transport of the products (e.g. coils of wire, see picture) exist



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Basic requisites in the environment



- Controls must be established to eliminate or control the risk of contact between forklifts and either people or moving equipment:
 - Separate forklifts and people : eliminate, guard or control all interactions between people and forklift
 - Defined and designated walkways must be in place
 - Clear signs should be used, especially in high risk areas (such as railroad crossings, crossings, pedestrian crosswalks).
 - Good practice : all people who work near the forklifts moving areas must wear high visibility vests.
- If speed limits are foreseen, there should be a regular speed control.
- Define and signalize routes where loaded forklifts will be allowed (should be flat, wide enough, free of sharp bends), installing, keeping clean and regulated the mirrors which allow/improve the visibility of access locations, the movement of other vehicles and people.
- It is a good practice to provide forklift presence detectors in environments where there is risk of running over people (some examples shown on last page of this document).
- Have written refuelling or battery recharge procedures.

Basic requisites for operation



- Perform pre-use inspection (checklist) on operation and safety aspects.
- Only operate the forklift when all body parts are inside the operator's cockpit.
- Use all compulsory PPEs
- Operate forklifts using safety belt, properly adjusted and buckled.
- Keep load safely at a height of 15 to 30 cm from the floor.
- Keep the forklift tower inclined backwards or horizontally levelled, never inclined forwards.
- Be aware of the physical limits of the circulation area (width, height, crossings, pipe rack, suspended trays, lids and traps on the floor, etc.); watch for pedestrians ways and crossings
- Drive backwards when transporting bulky loads that obstruct vision.
- When parking in adequate area, move the elevation tower forwards, lower the forks to the floor, apply parking brakes, remove key from contact and keep it in a safe and secure place to prevent unauthorized use of the vehicle; wedge the wheels on slopes.
- Stop and blow the horn before crossings, corners and doorways.
- Slow down by changing gear when on wet or slippery surfaces.
- Special attention to holes, oil, grease, dirt and objects on the floor.
- The operation speed should always be adapted to the working situation and it is the responsibility of the driver to drive in such a way and with such a speed that he can always stop in a safe way.
- Look before driving backwards

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Basic requisites for operation



- Do not execute tasks not foreseen in their activities without the previous approval of supervision and PRA - Preliminary Risk Analysis - as well as not promoting any kind of mechanical or electrical intervention in equipment.
- Do not manoeuvre or make sudden movements on slopes.
- Do not move the forklift and the forks simultaneously.
- Do not move the load over people and do not allow people to go under the forks and/or remain near the movement.
- Do not walk under/ over forks
- Do not lift people directly on forks (a special basket may be used according to local regulation and after HIRA)
- Do not transport gas cylinders that can cause explosions due to fall.
- On slopes having an inclination > 5 degrees, the load should be positioned towards the higher side (i.e. drive rear backwards if downhill and front forwards if uphill).
- Do not circulate with the forklift without using gears.
- Do not push, turn or turn over loads or equipment.
- Do not drive forklifts with the forks up without load.
- Do not jump on and off the forklift. Always use the step on the forklift.
- Do not transport any other person, than the forklift driver (except if an appropriate seat is foreseen for the second person, e.g. for training purposes).
- Do not jump off if the forklift bends over or flips over; hold tight to the steering wheel. Fix your feet and lean forward and away from the impact point. Keep all body parts within the protection cage of the fork lift.



CAUTION
DO NOT DRIVE
FORKLIFT WITH
FORKS RAISED



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Required checklist before starting the work

Are the drivers protected :



against material falling from overhead, falling into the driving spaces and weather?



against tipping over sideways of the forklift? (safety belt, door, ...)



with adequate PPE?

Do the drivers



have a clear vision mirror, front and rear light ...?



drive backwards when transporting bulky loads that obstruct vision and looking before? Are Forklifts having a reversing alarm?



stop and blow the horn before crossings, corners and doorways?



Are the forklifts clearly visible? (yellow paint, reflective tape, flashing light ...)



Did the drivers complete the pre-use inspection checklist?

Are the controls established to eliminate or control the risk of contact between forklifts and either people or moving equipment



Separate forklifts and people : eliminate, guard or control all interactions between people and forklift,



Defined and designated walkways must be in place,



Clear signs should be used, especially in high risk areas (such as railroad crossings, crossings, pedestrian crosswalks).



During refueling or battery recharge, are the drivers following the appropriate procedure?



When drivers go up and down from forklifts, do they care and do they used step and grabes?



Is the work area clear of people?



Is the ignition key removed when forklifts are parked?



Are the drivers trained on their tasks? Do they have a valid site permit or authorization?

This listed points are the minimum to be checked before starting the work.