

Loading Forklifts – Co Biz

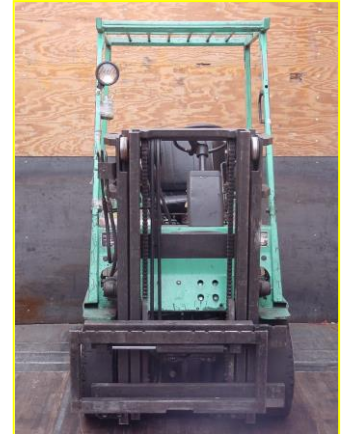
Q-08

There are several occasions where company forklifts are moved in our Outbound loads throughout the system either to transfer equipment to another terminal or send in for service. Following proper steps and using extra caution when loading a forklift on a trailer will reduce the risk of damage to other freight on trailer, damage to the equipment and most importantly, severe injury or loss of life.

1. Remove Forklift Blades

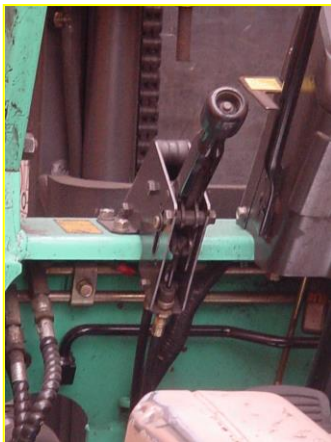


2. Remove Propane Tank



3. Place Forklift in trailer

- Sideways in Nose
- Against Nose front of forklift first or rear first
- Sturdy, empty pallets may be stood against Nose in order to place forklift so it is past metal floor plate and we then are able to properly chock the wheels.
- If freight is loaded ahead – place forklift in sideways behind squared off, solid freight.
- **DO NOT LOAD IN THE LAST 1/3 OF TRAILER.**



4. SET PARKING BRAKE AND SECURE FORKLIFT

- Use empty pallets to fill gaps from side to side
- CHOCK FRONT AND REAR WHEELS

5. Place forklifts blades in trailer and insure that they are secure

Dock Training Module