

FORKLIFTS SAFE WORK PRACTICES

REVIEWED APRIL 19 2016

OH&S CODE Part 10 Sections 256-277,283-284

Forklifts include zoom booms, skid steers, lift trucks, and powered pallet jacks. They can be electric, gas, or propane powered.

Forklift operators must follow all applicable vehicle and mobile equipment safety rules, provincial requirements, and manufacturers operating instructions. Manufacturer's instructions must be available where the forklift is being used. Equipment modifications are not allowed.

Forklift safe work practices

A number of safe work practices must be followed when operating a forklift:

- Forklift operators must hold a current, certified training certificate to operate the forklift.
- Fill out the Forklift Daily Checklist (C-1) before using the equipment.
- Load materials and equipment onto the forklift in a way that prevents any movement of the load
- Restrain loads that could shift during transportation, causing forklift instability and possible loss of load.
- Carry loads as low as is possible
- **Do not** drive with arms, head, or legs outside the confines of the forklift.
- **Do not** carry passengers on the equipment or load at any time.
- A Signal Person must be used by an operator who cannot see the load, the off-load points, or the full path of travel to be used
- Sound the horn and slow down when approaching pedestrians, corners, doorways, ramps, and other forklifts
- Move a forklift that is being used indoors outside before refueling it
- Shut down forklifts indoors when not in use to minimize emissions into the work area
Observe and obey the load capacity of the forklift
- When shutting a forklift down, level and lower the forks, apply the parking brake, and put the controls in neutral
- **no not** elevate anyone on the forks unless the person is inside an engineered and approved man cage that is secured to the forklift. Never move the forklift forward or backward with someone in the raised man cage or basket

RELATED DOCUMENTATION:

Manbasket SWP & HAA

Pulling Trailers HAA & SWP

Securing Mobile Equipment on Flat bed Trailers HAA & B SWP

Designated Traffic Controller HAA & SWP

Carbon Monoxide Indoors HAA & SWP.

C-1 FORKLIFTS DAILY CHECKLIST

- | | |
|------------------|--|
| TIRES: | <input type="checkbox"/> PRESSURE
<input type="checkbox"/> TREAD AND SIDEWALLS
<input type="checkbox"/> WHEEL NUTS SECURE
<input type="checkbox"/> GENERAL CONDITION OF TIRES |
| GUARDS: | <input type="checkbox"/> LOAD GUARD
<input type="checkbox"/> OVERHEAD |
| LIFTING: | <input type="checkbox"/> FORK ARMS
<input type="checkbox"/> LIFT CHAINS
<input type="checkbox"/> COUNTER WEIGHTS |
| FUEL AND OIL: | <input type="checkbox"/> LPG BOTTLE
<input type="checkbox"/> LPG HOSES
<input type="checkbox"/> FUEL LEVEL – LPG, DIESEL, GASOLINE, BATTERY |
| ENGINE: | <input type="checkbox"/> WATER LEVEL – RADIATOR, BATTERY
<input type="checkbox"/> ENGINE OIL
<input type="checkbox"/> BATTERY – MOUNTING, CONNECTIONS
<input type="checkbox"/> FAN BELT – WATER HOSES, HYDRAULIC HOSES |
| LEAKS: | <input type="checkbox"/> OIL
<input type="checkbox"/> WATER
<input type="checkbox"/> HYDRAULIC OIL |
| WARNING DEVICES: | <input type="checkbox"/> LIGHTS
<input type="checkbox"/> HORN
<input type="checkbox"/> INDICATORS
<input type="checkbox"/> BACKUP ALARM |
| DRIVER SAFETY: | <input type="checkbox"/> SEAT SECURE
<input type="checkbox"/> CONDITION (GENERAL)
<input type="checkbox"/> SEAT BELT
<input type="checkbox"/> OPERATOR CAB |
| IGNITION: | <input type="checkbox"/> START/STOP SWITCH OR KEY
<input type="checkbox"/> ACCELERATOR FREE
<input type="checkbox"/> ENGINE NOISE
<input type="checkbox"/> GAUGES WORKING |
| EQUIP OPERATION: | <input type="checkbox"/> PEDALS
<input type="checkbox"/> HAND CONTROLS
<input type="checkbox"/> MAST
<input type="checkbox"/> SIDE SHIFT
<input type="checkbox"/> TILT
<input type="checkbox"/> FORKS
<input type="checkbox"/> BRAKES - FORWARD
<input type="checkbox"/> BRAKES - REVERSE
<input type="checkbox"/> STEERING
<input type="checkbox"/> ENGINE NOISE |