

HANDLING MATERIALS WITH MOBILE EQUIPMENT SAFE WORK PRACTICES

(this is the merger of Material Handlers & Material Handling & Storage)

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OH&S CODE PARTS 6, 19 & 25

Safe operation of material handlers is dependent on the operator, the mechanical condition of the unit, and using the truck to lift loads within its maximum rated capacity.

Only a competent, trained and qualified person may operate a material handler. It is not to be lent out to subtrades or other contractors for any reason.

All operating regulations, manufacturer recommendations, and safety practices and procedures must be observed.

MATERIAL HANDLERS SAFE WORK PRACTICES AND PROCEDURES

Follow these safe work practices and procedures when working with material handlers:

Determine the materials to be moved. If controlled product read the MSDS.

Determine best equipment that handles the load safely.

Know the load carrying capabilities of the equipment

PRE-START INSPECTION PROCEDURE

Before starting a material handler, do the following:

1. Do a visual check of the entire unit looking for any cracks, deformity, damage, pools of leaking fluids, outrigger creep etc.
2. Check that the tires are properly inflated.
3. Check engine oil, radiator coolant, and hydraulic reservoir levels.
4. Check the seat belt and the seat belt hardware for wear or damage.
5. Check the brake lights, flashers, turn signals, headlights, horn, and windshield wipers for proper operation.
6. Verify that all instruction and safety labels are in place and readable.
7. Clean any foreign material from the steps and operator's platform to reduce the danger or slipping.

Do not fill the fuel tank while the engine is running, while near an open flame, or while smoking.

8. Wipe up any spilled fuel.
9. Check for warning tags placed on the material handler.



Do not operate the machine until repairs have been made and authorized personnel remove warning tags.

10. Know the location of the Emergency shut-down control (if the material handler has one).
11. Always know the capacity and limitations of the equipment being used (speed, gradeability, steering, braking, etc.).
12. Be aware of the dimensions of the material handler (height, width, length, and weight).
13. Be aware of the transporter dimensions (height, width, length, and weight).
14. Check the forklift or jib attachment in accordance with the manufacturer requirements.
15. Lubricate the forklift or jib attachment where called for by the manufacturer's requirements.
16. Watch for overhanging obstructions such as wires or tree limbs.
17. Check for conditions that could be dangerous (holes, banks, underground culverts, manhole covers, water meter pits, curbs, street boxes, etc.).

Note: *The seat belt must be fastened at all times during the operation of a material handler.*

STARTING PROCEDURE

When starting a material handler, do the following:

1. Use the handrails and steps to get on and off the material handler.
2. Read and follow all instruction decals.
3. Wear seatbelts and other required safety equipment when operating the material handler.
4. Ensure that the direction control is in "Neutral" (N) before you start the material handler.
5. Before you start the material handler, ensure that the parking brake is fully applied, with the lever in the locked position.
6. Before you start the material handler, ensure that no one is standing between the wheels and the frame.
7. Only start the engine from the operator's position.
8. Extend outriggers and operate the boom through two complete cycles to check the operation of the controls and hydraulic cylinders.
9. Check the operation of all the systems, including transmission, brakes, and boom operations before beginning work.

Warning: *Do not jump-start the engine.*



OPERATING SAFE WORK PRACTICES

When operating a material handler, do the following:

- Avoid fast starts (Sudden movements can cause the material handler to tip or lose the load)
- Lift loads slowly and evenly to keep the material handler stable.
- If possible have materials palletized. Do not pile too high to prevent toppling over.
- Look for leaks if liquid is being moved.
- Carry a load close to the ground (When a load is carried too high, a material handler is more likely to tip)
- Carry a load as low as possible when turning, when the load is heavy, when travelling on a slope, or when travelling on rough surfaces
- Keep attachments level while moving lift arms or driving up and down hills
- Operate at a speed that is appropriate for conditions to prevent a loss of control of the material handler
- Operate the controls smoothly to prevent jerking or bucking
- Operate on level, stable surfaces
- Load, unload, and turn on solid, level ground Drive up and down hills, not across them Drive slowly on slopes
- **Do not** make sharp turns on hills (The material handler may roll over)
- **Do not** use the material handler on steep hills
- Check to make sure the tail swing area is clear before turning
- Travel slowly when turning with or without a load (The combination of speed and sharpness of turn can cause the machine to tip over)
- Avoid holes, large bumps, and soft spots
- Stay away steep edges, ramps, ditches, curbs, retaining walls, and near trenches (You could fall over the edge or the bank could cave in)
- Handle only loads within the rated capacity of the material handler, as shown on the Rated capacity charts
- Inspect the load to be lifted
- **Do not** raise the boom unless the frame is level
- Handle only stable loads
- Position each load the same distance from the centre of the carriage



HAZARD RATING **12/20**

- Make sure that the floor or surface can hold the weight of the material handler and the load
- Be careful when placing loads at high elevation and use a helper to guide you (When lift height increases, your depth perception decreases)
- When travelling up or down a grade with a load, the load must be kept up grade to maintain control
- When travelling on a steep grade without a load, the counterweight must be kept up grade
- Slow down and sound the horn when approaching blind intersections or turns.
- Use a Designated Traffic Controller (CONSULT WITH THE HAA & SWP FOR THIS TASK)
- Store materials in a safe place and not positioned that it would endanger other workers or damage property.
- If controlled product read MSDS storage procedures.

SHUT DOWN PROCEDURE

When shutting down a material handler, do the following:

1. Stop the machine and apply the parking brake.
2. Fully lower the boom and forks.
3. Tilt the carriage forward until the tips of the forks touch the ground.
4. Idle the engine for a few minutes for cool down.
5. Turn the key and the switch to the “off” position.
6. Cycle the control levers.
7. Remove the key before dismounting.
8. Lock the cab doors.

ROLLOVER SAFETY PROCEDURE

If the material handler tips over, do the following:

1. Stay on the machine—**do not jump**.
2. Hold the steering wheel firmly.
3. Brace your feet.
4. Lean forward and away from the impact.

RELATED DOCUMENTATION:

MSDS

Designated Traffic Controller SWP & HAA



HAZARD RATING **12/20**

Lifting & Carrying SWP & HAA

Backing Up Mobile Equipment SWP & HAA

Forklifts SWP & HAA

Zoom Boom SWP & HAA

Skidsteer SWP & HAA

Housekeeping SWP & HAA

Defective Equipment SWP & HAA