








Safe Work Procedure

Forklift Truck Safety

RSS 18.25.3

Program/Services Trades, Facilities, and Warehouse	Safe Work Procedures		Department: Risk and Safety Services		
Personal Protective Equipment or Devices Used <ul style="list-style-type: none"> Safety Glasses Work Gloves Personal hearing protection Seat belt must always be worn while the forklift is in motion 	Training Requirements <ul style="list-style-type: none"> In class safety training Hands-on training in the shop 	Applicable Documents <ul style="list-style-type: none"> forklift operator certificate 	Effective Date:		
			04/23/2019		
			Date Reviewed		
			Revision Date	Revision #	Authorized
			Aug. 23, 2024	3	Safety Advisor

<p>WORK AT HEIGHT</p>  <ul style="list-style-type: none"> Use 3 point contact when entering and getting off a forklift. Use seatbelts. 	<p>PINCH POINTS</p>  <p>Use LOCK-OUT procedures when performing maintenance or conducting any work within 12" of an exposed pinch point.</p> <p>NEVER put your hands or feet near an exposed pinch point or gears!</p>	<p>HIGH SOUND LEVELS</p>  <p>HEARING PROTECTION is required when working in designated.</p> <p>Required when Sound levels exceed 85 dB areas.</p>	<p>FOOT INJURY</p>  <p>Approved protective footwear is required when there is the risk of foot injury due to slipping, uneven terrain, abrasion, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock, and any other recognizable hazard.</p>	<p>EXPOSURE</p>  <ul style="list-style-type: none"> Understand the chemical(s) you are working within the vicinity of or moving the forklift truck. Consult the SDS and wear the appropriate PPE.
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PROCEDURES

PRE-SHIFT

- Perform a pre-shift inspection once per day prior to use, and complete an inspection checklist which is handed in to the Supervisor or instructor.

Do not operate a forklift that has a maintenance problem, or is not safe to operate. Remove the key from the ignition switch and put an "**Out of Service**" tag on the forklift.

- Work Safe BC regulations require all forklift operators to wear seat belts when forklifts are in operation.
- All Forklift Operators must hold a Forklift Operator Certificate
- Three-point contact must be maintained whenever getting on or off the forklift.

LOADING

- Check the rating capacity on the forklift nameplate.
- Determine if the load weight is within the capacity of the forklift. Note that for every one inch further away from the carriage that the load is placed, there is a loss of approximately 100 pounds carrying capacity.
- The forklift should be started with the **forks down**.
- Lift the forks to 3 inches.

LIFTING A PALLETIZED LOAD

- Drive to the pallet. This applies to either a pallet on a lower or upper shelf. Stop with the fork 3 inches from the load.
- Level the mast. The mast must be at right angles to the load.
- Raise the forks to 1 inch below the slot on the pallet.
- Drive forward into the pallet.
- Lift forks 4 inches.
- Tilt back load until secured for travel. If load will obscure vision, drive the forklift in reverse taking care while turning as the extra swing may cause load instability.
- Look back. **Honk**. Drive back so that load clears the pallets below.
- Lower the load to 3 inches above the ground. Do not drag forks on the ground.
- Materials and equipment are to be loaded on the forklift in a manner that prevents any movement of the load that could create a hazard to workers or others.
- All loads that could be subject to shifting during transport are to be restrained if shifting would result in the forklift becoming unstable.

PICKING UP DRUMS

- Place drums securely on a pallet. If there is any possibility of shifting of the drums, have drums strapped together to minimize movement.
- Tilt mast forward, slide fork tips along the floor to position forks under the object, raise forks and tilt back slightly to prevent shifting of the drums.
- If drums are filled with a liquid, be careful to drive slowly as the fluid in the drums may cause shifting during transportation.

TRAVELING

- Do not drive with arms, head or legs outside the confines of the forklift
- Always wear your seatbelt while operating a forklift.
- Turn forklift only when the forks are lowered to a safe traveling height.
- Drive only on smooth surfaces such as cement or asphalt, this vehicle is not designed to operate on rough terrain.
- Ensure that the operating (road) surface is free from ice.
- Avoid operating forklift in high volumes of pedestrians. Wait for a quieter time to deliver to busy congested areas.
- When operating in the area of pedestrian traffic minimize risk to others by cordoning off areas with signage and/or traffic cones to prevent walk through traffic.
- Use the horn as a warning device for oncoming pedestrians.
- Drive to point of deposit. Position the forklift in front of the deposit area.

UNLOADING PALLETTS

- Raise load 5-10 inches above the unloading point (space permitting).
- Drive forward stopping 3-4 inches in front of deposit point.
- Tilt mast forward to a right angle position so the load is level.
- Drive forward until the load is aligned with corners of the stack.
- Stop. Lower load to resting place. Stack pallets loaded with cases, cartons are straight and square. Stagger the top tier to "tie-in place".
- Lower forks 1inch to clear pallet
- Look behind you. Honk, Back up so that forks clear other pallets
- Lower forks to 3 inches from the ground

UNLOADING ROUND OBJECTS

- Stack round objects together tight and straight.
- Hold securely in place with wedges.
- To nest round objects - place the bottom tier tightly together and secure with wedges. Place wedges against each roll in the bottom for a more secure stack.

- Look behind you. Honk, Back up so that forks clear other pallets.
- Lower forks to 3 inches from the ground.

PARKING FORKLIFT TRUCK

- Park forklift truck on level ground.
- Tilt the upright forward until the forks are level or flat on the floor.
- Apply the parking brake; chock the wheels if you have any doubt about the forklift moving.
- When parking overnight, ensure propane tank is shut off on all propane operated forklift trucks. Ensure electrical powered forklift trucks are plugged in and charging unit is turned on.

OPERATING A FORKLIFT ON GRADES AND RAMPS

- Never turn on an angled grade.
- Keep unloaded forks facing down a grade.
- When driving a loaded forklift up a grade, ensure that forklift is driven forwards.
- When driving a loaded forklift down a grade, the forklift must be driven in reverse.

RECORDS/VERIFICATION OF UNDERSTANDING

Records

- Records will be kept for all daily inspections of forklift trucks.
- Records will be maintained on all defaults and repairs on all forklifts.

Verification of Understanding.

- A training master log will be maintained by leadership/instructors. As well as Facilities, Warehouse, and Trades will maintain records of training of all qualified operators of forklift trucks. Copies made available to RSS when requested.

SUMMARY OF CHANGES

Revision #	Date	Change (include section #)	Issued By
1	2014.01.23	NEW	OHS Officer
2	04/23/2019	Review, Revisions and New Format	Safety Officer
3	08/23/2024	RSS update	Safety Advisor