

SAFE WORK PRACTICES

FORKLIFT TRUCK MAINTENANCE *Page 1 of 2*

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

1. Only qualified persons are permitted to service and maintain equipment.
2. Disconnect all batteries and propane before any work is done.
3. Keep work area clean and well lit.
4. Clean spilled oil or hydraulic fluid immediately.
5. Check all tools before use.
6. Wear proper PPE. Wear goggles when grinding; face shields, aprons and rubber boots when working around battery – charging equipment; gloves when changing LPG fuel tanks.
7. Block forklift securely when removing wheels.
8. Ensure all tools and parts are removed before starting the engine.
9. Support forklift hood in upright position or remove to do work.
10. Handle batteries with care. (See “Handling Batteries”)
11. On LPG forklifts:
 - Shut off tank fuel valve.
 - Run engine until it stops.
 - Disconnect tank from hose.
12. Avoid contact or battery terminals when hoisting chains, tools and metal objects.
13. Cover battery top with some insulating material.
14. Attach chain hoist to counterweight before removing it from forklift.
15. Check bolts that hold counterweight to the body and replace worn or missing bolts.
16. Find out why a forklift is in for repairs before starting or driving.
17. Check the operator’s maintenance log before making repairs.
18. Test by magnetic particle the main mast welds and forks annually or when cracks appear.
19. Magnetic particle test all hoses, coupling, fittings and connections to the main mast hoisting cylinder and to tilt control cylinder.

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20. Inspect forks for distorted, twisted or bent sections. If flaws are located, test the area of concern.

DON'T:

- Leave parts, creepers, cans, tools or other obstacles around.
- Lift beyond your capacity. Use hoist or leverage tools to lift or move heavy parts or equipment.
- Smoke, weld or light a match around refueling and battery charging areas.
- Start a forklift while on lift hoist or wheel stands.
- Work on forklift attachments unless familiar with their operation.
- Work beneath elevated forklift or forks unless they are securely supported by approved blocks.
- Run LPG, gas or diesel forklift in unventilated areas.
- Charge electric forklift in unventilated areas.