

SAFE WORK PRACTICES

FORKLIFT TRUCKS – GENERAL SAFEGUARDS *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.*

General: Forklift trucks are to be operated by experienced workers who are trained, certified or licensed as professional operators.

1. Inspect forklift daily. Report all malfunctions to the designated authority. Do not operate any unsafe forklift.
2. Report accidents/incidents immediately to the supervisor so they can be investigated.
3. Do not permit riders on any forklift.
4. Ensure that battery retainers, fuel tanks, gas caps are secure before starting/moving forklift.
5. Observe and obey the load capacity of the forklift.
6. Sound horn before moving forklift when other vehicles or workers are in the area.
7. Place forks as far under the load as possible. Drive with load against heel of rack with mast tilted back. Be sure forks are spaced correctly to support load. Carry the load as low as possible.
8. Do not move loads which are poorly piled or stacked.
9. Match speed to driving surfaces, load and workplace conditions. Travel in reverse when load is blocking frontal vision.
10. Do not drive with arms, head or legs outside the forklift. Check operating clearance space.
11. Watch for overhead obstructions at all times, especially when stacking or removing material.
12. Do not make quick starts, jerky stops or quick turns, particularly when stacking.
13. Allow three vehicle lengths between forklifts. (Tip of fork to forklift ahead.)
14. Sound horn and slow down when approaching pedestrians, doorways, cross aisles, ramps and other forklifts.

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15. Watch out for pedestrians. Avoid driving a forklift up to anyone standing in front of a fixed object.
16. Reduce speed when vision is restricted by doors, corners and elevations. Keep to right unless plant conditions or layout dictate otherwise.
17. Do not pass a forklift travelling in the same direction at intersections, blind spots, etc.
18. Do not run over loose objects.
19. Know the forklift wheel position in relation to edge of loading docks, trucks, box cars and/or platforms. Be careful when backing up.
20. Do not handle steering wheel if your hands or gloves are greasy or slippery.
21. Mark driving and work areas with yellow lines.
22. Install mirrors and/or stop signs at hazardous doorways, passageways and work areas. Sound horn when approaching.
23. Park forklift with controls in neutral, brakes applied and forks in a down position with the motor switch off.
24. Do not allow anyone to stand, walk or work under elevated forks.
25. Use only approved personnel platform securely fastened to the forks to elevate anyone.
26. Watch your corner mirrors. Always be prepared to stop. Sound horn.
27. Do not elevate anyone on the forks unless in approved man cage that is secured to forklift truck.