

# SAFE WORK PRACTICES FORKLIFT TRUCKS – LOAD HANDLING

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

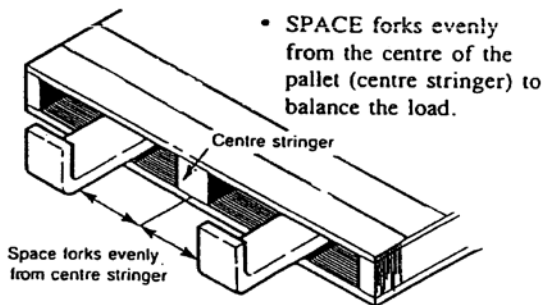
## Check the load:

- Is it stacked correctly and securely?
- Is the pallet in good condition?
- Is the load within the recommended load limit of the forklift?

- ENSURE that the mast of forklift is in an upright position before inserting the forks into a pallet.
- ENSURE forks are adjusted for the most spread possible to fit the load.

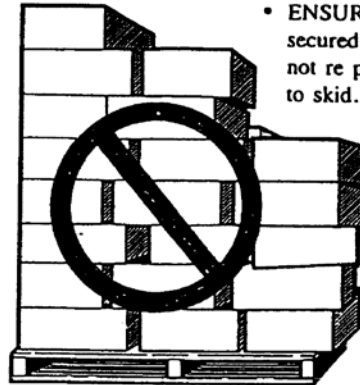


- SPACE forks as widely as possible to provide more even distribution of weight.



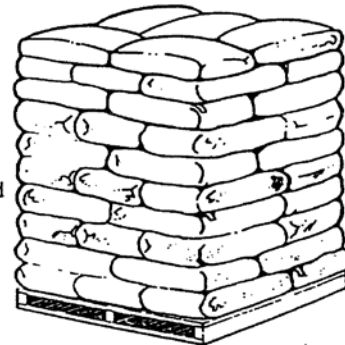
- SPACE forks evenly from the centre of the pallet (centre stringer) to balance the load.

- ENSURE forks are level before inserting them into the pallet.
- ENSURE forks do not protrude past back of pallet when stacking in tight areas.



- ENSURE that load is secured before moving; if not re pile or strap load to skid.

- ENSURE that palletized loads are stable, neat, cross-tied if possible, and evenly distributed.



- REMOVE damaged pallets from service.

Check the route you are going to travel before moving load. Look for:

- Overhead and doorway clearances.
- Dock plates secure.
- Weight capacity of floors, dock plates, etc.
- Proper lighting.
- Floor in good condition.
- Obstructions.