

SAFE WORK PRACTICES

FORKLIFT TRUCKS – LOADING/UNLOADING VEHICLES

**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. Ensure that the vehicle's brakes are set and its wheels are properly chocked (blocked). Post signs not to move the vehicle.
2. Install fixed jacks to support a semi-trailer to prevent upending of trailer not coupled to tractor.
3. Check that the height of the entrance door of the vehicle is adequate to clear forklift height by at least 5 cm.
4. Check floors to see they will support the combined weight of the forklift and the load.
5. Keep forks pointed downhill when travelling without a load on a ramp. Keep forks pointed uphill when travelling with a load on a ramp.
6. Stay clear of edges of docks, rail cars or ramps. Edges should be clearly marked.
7. Do not tow or push railway cars or trucks with the forklift.
8. Do not leave forklifts running inside vehicle for long periods of time without ventilation.
9. Inspect the interior condition of the vehicle for trash, loose objects and obstructions. Check for holes or weak floors and overhead clearance. Ensure proper lighting.

Docks and Dock Plates:

- Ensure that dock plate is properly secured before driving over it. Drive carefully and slowly over the plate. Do not spin wheels. Make sure that the plate will carry the load. (Load weight should be clearly marked.)
- Install anti-slipping material in any area that could be a hazard because of weather conditions.
- Ensure that docks and dock plates are clear of obstructions and not oily or wet.

Railway Cars:

- Cross railway track on a diagonal.
- Set handbrakes, wheel blocks and derailer before entering railway car.
- Do not park forklift within three meters of railway tracks.
- Do not open railway car doors with forklift forks.

Elevators:

- Do not enter any elevator unless specifically authorized to do so. Before entering any elevator, ensure that the forklift plus load weight does not exceed the elevator capacity. Approach the elevator slowly, stop at a safe distance from the elevator gate and enter squarely.
- Neutralize the forklift controls, shut off motor and apply the brakes on the elevator.