

SAFE WORK PRACTICES

PROFESSIONAL FORKLIFT OPERATOR

**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 skilled, licensed and authorized workers are to operate forklifts.
2. Know the recommended load limit of the forklift and never exceed it. Know how to assess the weight of the load you are required to lift.
3. Perform a visual and operational check of the forklift at the start of each shift.
4. Never overload a forklift – to do so may cause loss of steering.
5. Check for adequate overhead clearance before raising a load.
6. Operate the forklift smoothly when stopping, starting, lifting and tilting.
7. Keep pedestrians away and raise and lower the load smoothly.
8. Stay in the lift truck in the event of an overturn.
9. Keep hands, arms, head, feet and legs inside the confines of a moving forklift.
10. Report immediately any collisions, damage or near miss accidents to the supervisor.
11. Stop when a group of people are walking across the route being travelled. Lower the load to the floor and wait until the people get by before proceeding.
12. Operate in a congested area only as fast as conditions safely permit.
13. Stay constantly alert to changing or unusual conditions.
14. Prepare for the unexpected and check:
 - Hands – use leather gloves when moving or shifting loads or checking skids.
 - Boots – wear fully laced safety boots to give impact protection when moving loads or skids. Wear fully laced boots to give necessary ankle support when mounting and dismounting.
 - Lift truck, load, pedestrian traffic and route.
15. Whenever anything develops that affect the normal operation of the forklift, make a note of it and inform the supervisor immediately.

DON'T:

- Try to move or adjust any part of the load, the forklift or the surroundings while on the forklift.
- Lift a load that extends above the load backrest unless no part of the load can possibly slide back toward the operator.
- Allow anyone but the operator to ride on the forklift.
- Use pallets elevated by forklifts as an improvised work platform.
- Permit anyone to stand or walk under the elevated part of the forklift, whether loaded or unloaded.