

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Safety Work Instructions for Forklift Operation	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> October 2015
	<i>Responsible Unit:</i> Trade Services	<i>Revisions:</i> January 2018
Hazards Identified: Fork lift falling from a higher level to a lower level, material /items being lifted falling off forklift, operator falling off forklift, overturning of forklift, injury due to operator (or other persons) coming in contact with moving parts, collision with fixed objects or with other employees, refueling problems, noise, vibration, exposure to hazardous products being lifted, excessive fumes, ergonomic problems, overhead obstructions, fire		
Personal Protective Equipment Required: Safety boots, hard hat, safety glasses, anti-vibration gloves		
Training Required: All Forklift operators must be trained, evaluated and certified by a competent person. Training must include formal instruction, demonstrations of proper use by the instructor and practical exercises performed by the trainee. The operator must also be competent in the use and care of all required PPE. Refresher training will be required every three years or sooner if an operator is involved in an accident while operating the forklift.		
References: Operator's Manual supplied by Manufacturer		

These safe work practices must be followed at all times and are to be reviewed annually.

Pre-Use

1. Read and be complete familiar with the information contained in the manufacturer's manual for the forklift you will be using.
2. Use the Forklift Pre-Use Inspection Checklist to perform a daily check of the forklift to ensure that it is in sound working condition.
3. Ensure seat belts are in good condition.

4. Ensure the work area is free from all items that may constitute a hazard while the forklift is in operation.
5. Do not use the forklift if the equipment is faulty. If necessary place a Do Not Use tag on the steering wheel to indicate that repairs are required before use.
6. Immediately report equipment faults to the Grounds and Horticulture Supervisor.
7. Ensure that there is adequate ventilation in the work area.

Operation

1. Always use the seatbelt and keep all body parts inside the driver compartment while operating the forklift.
2. Never allow another person to ride on the forks or any other part of the forklift.
3. Know the lift capacity of the forklift and the weight of the load(s) to be lifted. Do not exceed the safe lift capacity of the forklift.
4. Do a visual check in all directions before moving.
5. Always face in the direction of travel.
6. Operators must follow posted speeds, and reduce speeds if floors are wet and when making turns.
7. Avoid abrupt turns, stops or starts.
8. Never drive with forks raised. Keep forks just clear of the floor and tilted back slightly.
9. Slow down or stop if your vision is obstructed. If the situation permits ask some one to guide you.
10. When not in use or left unattended the forklift will be turned off with the forks lowered to the floor, the parking brake set and the keys removed from the ignition.
11. Restrict access to the area where the forklift is working.
12. Do not dismount from the forklift with the engine running unless the gear shift is in park and the parking brake is properly set.

Lifting Loads

1. Do not exceed the safe lifting capacity of the forklift.
2. Never adds counter weights in an attempt to increase the lifting capacity of the forklift.
3. Ensure that the forks are inserted as far under the load as possible.
4. Always lift with the load placed squarely on the forks. The load should be vertical or tilted slightly back.
5. Lift the load smoothly avoiding sudden or jerky motion.
6. Do not lift a load unless it is stable and secure.
7. Ensure that overhead clearance is sufficient before lifting a load.
8. Do not lift a load while the mast is tilted forward.
9. Put the heavy part of the load at the back of the forks.
10. When lifting a pallet containing multiple items ensure that all items are securely strapped to, or contained on, the pallet.
11. Tilt the elevated load forward only when directly over the unloading point.
12. Never walk or work under a suspended load.

Moving With A Load

1. Always keep arms, legs, head and other body parts inside the forklift driver's compartment.
2. Do not travel with an elevated load that restricts your vision.
3. Ensure that the mast is tilted back when moving.
4. Drive in reverse if the load is high and blocks your vision.
5. The operator must always look in the direction of travel.
6. Slow down and sound horn when approaching a corner.
7. Slow down at cross isles, sharp curves, ramps, dips or if the surface you are travelling on is wet or slippery or rough.

8. Ask someone to guide you if the load restricts your vision.
9. Use established hand signals that are known and understood by both the operator and the person acting as a guide.
10. Do not raise or lower loaded forks while the forklift is in motion.
11. Always use extra care when lifting loads such as pipe that extend beyond the width of the forklift.
12. Travel with the forks as low as possible (3 to 12 inches above level surfaces) or at a height consistent with safe operation of the forklift.
13. Avoid making abrupt starts or stops and quick turns.
14. Stay on the right side of isles or road ways.
15. Do not move compressed gas cylinders with the forklift unless they are moved on a pallet specifically designed for that purpose.
16. When going down a ramp travel with the forks / load on the upgrade end of the forklift and raised only enough to clear the surface of the ramp.
17. When going up a ramp travel with the forks ahead of you and raised only enough to clear the surface of the ramp.
18. Always give the right of way to pedestrians.
19. Do not drive towards someone in front of a wall or other fixed object.
20. Never extend fingers, arms, legs head etc. through the mast uprights.
21. Drive with both hands on the steering wheel at all times.
22. Start and stop the forklift gradually to avoid tipping or destabilizing the load.

Parking

1. When not in use the forklift must be parked safely.
2. Ensure forks are lowered to the floor surface and tilted slightly forward, and, that they are not creating a hazard in walkways or isles.
3. Ensure the forklift is not blocking access to emergency exits, stairways, fire extinguishers or first aid kits.

4. Ensure the gear shift is in park, the parking brake is properly set the keys are removed and stored in a designated location.
5. Never park the forklift on an incline.

Fuelling

1. Follow the manufacturer's fueling instructions for the equipment being used.
2. Ensure proper ventilation when exchanging propane tanks.
3. Always follow the manufacturer's instructions for refueling.
4. Ensure that there is no ignition source where refueling is performed.