

# SAFE WORK PRACTICES

## FORKLIFT TRUCKS – MAINTAINING CONTROL *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.*

### 1. Inserting Forks into a Pallet:

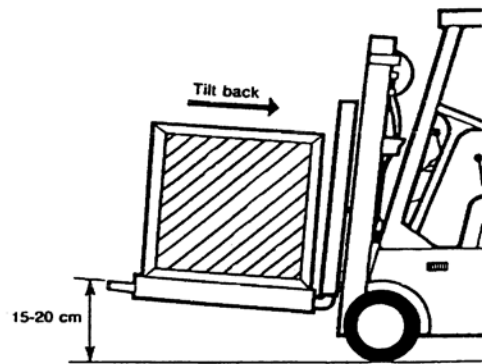
- Ensure forks are level, high enough to go into the pallet, as wide apart as possible and all the way under the load.

### 2. Lifting, Tilting, Stacking a Load:

- Lift the load straight up until it is clear, and then tilt back.
- Watch that the load does not catch on adjacent loads or obstructions.
- Do not raise or lower the forks unless the lift truck is stopped and braked.
- Ensure the forks are free of the load before you back up.

### 3. Travelling:

- Tilt the load backwards.
- Travel with forks 15-20 cm from the floor and tilted back.
- Match speed to driving conditions, load and workplace conditions. Obey posted traffic signs and watch for pedestrians.
- Decrease speed at all corners, sound horn and watch the swing of both the rear of the lift truck and the load. Avoid sudden stops.
- Travel in reverse when your vision is blocked by a load and always look in the direction of travel.
- Check for adequate overhead clearance when entering an area on raising the forks.



### 4. Driving in Reverse:

- Face the rear.
- Sound horn before moving.
- Proceed slowly.
- Stop where vision is limited or blocked; sound the horn and proceed slowly.

### 5. Travelling Up or Downhill:

- Keep the forks pointed downhill without a load.
- Keep the forks pointed uphill with a load.
- Do not turn until you are on level ground.

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### FORKLIFT TRUCKS – MAINTAINING CONTROL *Page 2 of 2*

#### 6. **Dangers on Route:**

- Be alert for the following dangers on the floor or roadway: people, oil/wet spots, loose objects/holes, rough surfaces, other vehicles.
- Approach at an angle when crossing railroad tracks.
- Maintain a safe working limit from all overhead power lines.

#### 7. **Parking:** Every time you leave the lift truck unattended, secure it.

- Park in an approved location.
- Turn off the motor switch.
- Set the brakes.
- Disconnect the battery or go through propane shut down procedures.
- Lower the forks or load to the floor.
- Neutralize the controls.

#### 8. **Operator Safety: Always** wear a seatbelt. In the event of an overturn, stay in the forklift. Never try to jump clear of overturning forklift.

#### 9. **Safe Loads:** Do not handle unstable loads.