



Skokie 847-677-2010    Glenview 847-657-9020    Wheeling 847-537-2255

## Forklift

### Section VII    Personnel Safety

- Part    1.    Only authorized drivers are permitted to operate fork - lift trucks.  
                    Trainees should be permitted to operate trucks only when they are under the immediate supervision of an approved trainer or supervisor.
2.    Never drive with wet or greasy hands.
3.    Your hands, arms, feet, and legs must never be placed between the uprights of the mast or outside the running lines of the vehicle.
4.    Never engage in horseplay while operating a truck. Practical jokes have been known to kill people.
5.    No one is permitted to ride as a passenger on any part of the truck unless a safe place to ride has been provided in the operator's compartment.
6.    Operation of any of the control levers on your truck from a position other than the driver's seat is prohibited.
7.    The bare forks, or an ordinary pallet, must never be used to elevate personnel, or to serve as a elevated platform. A special pallet, fitted with handrails and firmly secured to the load carriage, may be used for such purposes. The driver must remain in control of the vehicle while the employee is elevated.
8.    Do not allow internal combustion engines to run idle for long periods inside a building, railroad cars, or trailers.
9.    Never allow any person to stand or pass under the elevated portion of any fork - lift truck, loaded or empty.
10.    Always make sure that pedestrian helpers are in the clear.
11.    Always be familiar with hazards of the material you are handling.
12.    It is recommended that you wear safety shoes.

13. Wear gloves when you handle materials, fuel cylinders, pallets etc. manually.
14. If a CO - worker is injured, assist him to First - Aid and report the incident to your supervisor.

Section VIII Vehicle Misuse or Abuse

- Part
1. Your lift truck must never be used as a jack to lift heavy machines or other heavy objects, without special permission of your supervisor.
  2. Never use your truck, or its forks, as battering rams.
  3. Lift - trucks must not be used for opening or closing the doors of railroad freight cars or trailer trucks.
  4. Never tow or push a railroad car with a fork - lift truck.
  5. Never use your truck with another in a combined lift, unless specifically authorized to do so by your supervisor.
  6. Never push another vehicle in order to get it started.

Section IX Starts and Stops

- Part
1. Never start to move your vehicle, in either direction, until you have checked to see that your path is clear.
  2. Avoid sudden starts. A vehicle going in sudden motion might strike a fixed object or and unsuspecting bystander.
  3. Avoid sudden stops. A quick stop is and easy way to lose all or part of a load.
  4. Never step out of your truck until it has come to a complete stop.
  5. When a fork - lift truck is not in use, the forks must be fully lowered with the tips of the forks touching the floor. The controls must be placed in neutral, and the parking brake must be applied to prevent movement.

Section X Load Handling

- Part
1. Know the rated capacity of your truck in terms of load weight and load center distance. These essential details are always shown on the manufacturer's name plate.
  2. Never load your truck beyond it's rated capacity.
  3. A lift - truck which is equipped with accessories on the hoist assembly is already partially loaded and, therefore, can't carry as much of a payload.  
Accessories are fork - extensions, load adjusters, boom crane attachments, drum clampers, etc.
  4. When attachments are used, particular care must be taken in securing manipulating, positioning, and transporting the load. Trucks which are equipped with attachments must be operated as partially loaded trucks, when they are not handling a load.
  5. Remember that the lifting capacity of your truck is decreased substantially when the load center is greater than that shown on the nameplate.
  6. If the rear end of your truck rises from the floor when you attempt a lift it clearly indicate that the load is far above the capacity of the machine.
  7. Never allow anyone to sit or stand the counter weight in order to increase the lifting capacity of your truck.
  8. Only stable and safety arranged loads shall be handled. Avoid carrying loose materials on the forks. Use pallets whenever possible and make sure that potentially unstable loads are made secure.
  9. Before attempting to lift a load, be sure that it is stable and properly balanced on the forks.
  10. Pick up each load squarely and well balanced, to avoid tipping the truck or shifting the load.
  11. Use special caution when handling off - centered loads.
  12. Place the forks as far as possible under every load, the tilt the mast back just far enough to stabilize the load.
  13. Adjust the mast to the vertical position before depositing or picking up a load.
  14. Always keep the mast tilted back slight when transporting a load. This will keep the load securely against the backrest while the vehicle is in motion.
  15. When you must transport compressed gas cylinders, make sure they are properly capped, placed in a vertical position, and secured to the truck.

Section X Load Handling (Continued)

- Part 16. Never transport gas-welding carts on your lift - truck.
17. Never attempt to lift damaged pallets or crates if a hazard will be created as a result of their faulty condition or position.
18. Don't use defective pallets. Replace them with good ones.

Section XI Traveling

- Part 1. All traffic regulations must be observed, including authorized speed limits. In some locations, the maximum permissible speed for a fork - lift truck may be substantially lowered for safe traffic reasons.
2. A safe distance must be maintained between your truck and any vehicle you are following. In areas with sharp slopes or other special hazards, the minimum following distance must be increased.
3. Other vehicles, traveling in the same direction, must not be passed at intersections, blind spots, or other dangerous locations.
4. The right of way must be yielded to any emergency vehicles.
5. Never drive over objects lying on the floors or roadways. Driving over scrap lumber, piping, or other such materials will damage the truck and might easily shift or topple the load. Potholes or other sharp depressions in the floor or roadway must also be avoided.
6. Use "oil - dry", or a similar absorptive substance, on oil and grease spills. Report major spills to your supervisor.
7. Where specific paths are marked off for fork - lift traffic, stay within the established boundaries.
8. When traveling, the load must be raised only as far as is necessary to clear the travel surface. Six to Ten inches elevation is normally sufficient.
9. Your truck must always be operated at a speed which permits it to be brought to safe stop, under all conditions.
- a 10. When driving on wet or slippery floors, always slow down enough to maintain full control of your truck.

11. Slow down, sound the horn, and be prepared to stop at cross aisles and other locations, where vision may be obstructed.
12. When making turns, the speed of your truck must be reduced to a safe level.
13. Travel in reverse when forward vision is obstructed.
14. When traveling on ramps, trucks must be operated with the load upgrade.
15. Travel in reverse when driving down a ramp.
16. Grades must be ascended or descended slowly.

Section XI Traveling (Continued)

- Part
17. On all grades, the load and forks must be tilted back only to the extent necessary for load stability and for surface clearance at the outer end of the forks or load.
  18. Always look in the direction of travel.
  19. Watch for the unpredictable movements of pedestrians and of other vehicles.
  20. Always give warning when you approach anyone from the rear.
  21. Use your horn only as a warning to others, not as a demand for the right of way.
  22. Always stop at railroad crossings and check for moving railroad equipment.
  23. Cross railroad tracks diagonally, whenever possible.
  24. Always drive your truck on hard surfaced roadways. Never drive your truck over sidewalks, temporary trench covers, plank-covered excavations etc.
  25. Fork - lift trucks must not be operated in areas with insufficient headroom under lights, pipes, sprinkler systems, and other overhead obstructions.
  26. When passing through any doorway, make sure you have adequate side clearance as well as overhead clearance.
  27. Overhead doors must be fully opened before you pass through the opening.
  28. When moving from brightly lit areas into a dimly lit interior proceed with caution.
  29. Maintain a safe distance from the edge of ramps, or platforms while operating a truck on any elevated dock or platform. Similar caution is required at the edges

of roadways, where soft shoulders may be present.

30. Fire aisles, access to stairways, and access to all forms of emergency equipment must be kept clear at all times.
31. All accidents must be reported to your supervisor promptly.

## Section XII Stacking and Unstacking

- Part
1. Be sure there is sufficient headroom when you elevate a load.
  2. Don't permit anyone to stand near your lift- truck while you are placing a load into, or removing a load from an elevated position.
  3. When stacking one pallet load of material on top of another, always set the top pallet down gently. Dropping a pallet roughly might damage material on lower pallets and might even lead to stack failure.
  4. Place each pallet of material squarely in position and in accurate vertical alignment. Make sure that packages are positioned correctly on the pallets. Excessive overhang might result in damaged goods or a spilled stack.
  5. Extreme care must be used when a load is being lifted or lowered in a high lift, for this reason the mast should always be vertical. Never transport a load in a elevated position.
  6. When approaching or leaving a stack and you must make a turn, due to either aisle or other conditions never turn with the load elevated. All turns must and be made with the load as low as possible.
  7. Bring a descending load to a slow smooth stop. A sudden stop might cause the machine to tip forward.
  8. Never raise the load while turning into the stack. Make the turn then raise the load into position.

## Section XIII Bridge Plates and Other Vehicle Boarding Devices

- Part
1. Bridgeplates, adjustable loading docks and mobile ramps must be in safe condition and must be properly secured in position.
  2. When non standard bridge plates must be used, make sure they are securely fixed in position.
  3. Dock boards or bridge plates must be driven over carefully and slowly and their rated capacity must never be exceeded.

## Section XV                      Parking

- Part
1. When a forklift truck is left unattended, the forks must be fully lowered With the tips touching the floor, the controls must be in neutral, the power must be shut off, and the parking brake set.
  2. A fork-lift truck is unattended when the operator is 25 feet or more from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
  3. Never park in restricted parking zones, on established pedestrian walkways or in front of fire exits, or fire fighting equipment.
  4. Never park a vehicle in gear. Always use the parking brake.
  5. Always “center” the turning wheels when parking your truck.
  6. Parking a forklift truck on an incline is not generally recommended and in most areas is strictly prohibited. If parking on an incline is unavoidable, wheels must be blocked and approved by your supervisor.
  7. Parking closer than eight feet from the centerline of a railroad track is prohibited.
  8. Forklift trucks must not be parked near sources of heat, open flames, or similar sources of ignition.
  9. The fuel supply valve at the cylinder must be closed when a truck is to be parked more than 15 minutes. If the truck is to be parked overnight, shut off the fuel supply valve at the cylinder and then run the engine until the fuel in the line is exhausted.

Section XVII

LP Gas Fueled Trucks

- Part
1. If necessary, lift trucks powered by LP gas may be refueled indoors provided that established procedures for changing cylinders are followed in detail.
  2. If a quick-closing coupling (a type which closes in both directions when uncoupled) is used in the fuel system the shut off valve on the empty cylinder must be closed before the coupling is opened, and the valve on the full cylinder must remain closed until the fuel line is securely reconnected.
  3. If the fuel system is not equipped with a quick-closing coupling, the shut off valve on the depleted cylinder must be closed and engine must be allowed to run until the fuel in the supply line is exhausted.
  4. Whenever it is necessary to refuel a lift-truck which is powered by LP gas, the following precautions must be taken.
    - a. Check fuel lines and fittings for abnormal wear and any other condition which could cause leakage.
    - b. Inspect the quick-closing coupling, to make sure that the “O” ring and gasket are in good condition and seated in the proper place.
    - c. Examine the full cylinder for damage and leaks.
    - d. Place the full cylinder in the cradle with the aligning hole in the cylinder collar placed over the alignment pin on the vehicle.
    - e. Lock the cylinder into place by securing the hold down clamps.
    - f. After reconnecting the fuel line to the cylinder, open the liquid service valve on the cylinder very slowly.
    - g. Never smoke while you are refueling a lift truck or handling L.P. Gas cylinders.
  5. If a lift truck should run out of fuel at a location remote from the cylinder storage area, never attempt to transport a cylinder loosely on the bare forks, or on an ordinary pallet. A hand truck should be provided for this purpose. The cylinder shall be transported in the upright position and a means of strapping the cylinder to the hand truck shall also be provided.



**FORKLIFT OPERATOR CERTIFICATION EVALUATION**

Name : \_\_\_\_\_ Company : \_\_\_\_\_.

Date : \_\_\_ / \_\_\_ / \_\_\_\_.

X = UNSAFE ACTION      O = INCORRECT ACTION      C = CORRECT ACTION

**LOAD PICK UP**

Fork Entry            \_\_\_\_\_  
Pallet Movement    \_\_\_\_\_  
Other                    \_\_\_\_\_

**STACKING LOAD**

Placing Load        \_\_\_\_\_  
Mast Tilt              \_\_\_\_\_  
Fork Exit             \_\_\_\_\_  
Other                    \_\_\_\_\_

**LOAD TRANSPORT**

Mast Tilt              \_\_\_\_\_  
Load Height         \_\_\_\_\_  
Speed                  \_\_\_\_\_  
Horn                    \_\_\_\_\_  
Other                    \_\_\_\_\_

**STACKED LOAD PICK UP**

Park Brake            \_\_\_\_\_  
Mast Tilt              \_\_\_\_\_  
Fork Entry            \_\_\_\_\_  
Other                    \_\_\_\_\_

**SPOT PLACEMENT**

Front Line            \_\_\_\_\_  
Back Line             \_\_\_\_\_  
Other                    \_\_\_\_\_

**VEHICLE SHUT DOWN**

Mast Tilt / Forks Down    \_\_\_\_\_  
Transmission Neutral     \_\_\_\_\_  
Park Brake                 \_\_\_\_\_

Power / Engine Off \_\_\_\_\_.

COMMENTS : \_\_\_\_\_.

\_\_\_\_\_.

( ) Operator Qualified To Operate Forklift Truck

( ) Operator Requires Additional Training

On (Date) \_\_\_ / \_\_\_ / \_\_\_ (Print Name) \_\_\_\_\_.

(Social Security Number) \_\_\_ - \_\_\_ - \_\_\_\_\_ Was Evaluated For Safe Operation Of A Powered Forklift Truck.

(Forklift Type) \_\_\_\_\_ (Mode Of Power) \_\_\_\_\_.

(Load Capacity) \_\_\_\_\_ LBS. (Load Center Distance) \_\_\_\_\_ INCHES

At the time of evaluation the operator demonstrated the ability to safely operate the type equipment identified above.

(Signature of Evaluator) \_\_\_\_\_ (Date) \_\_\_ / \_\_\_ / \_\_\_.