# SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

2024

### Basic Rules for Forklift Operation

#### **HANDLING LOADS**

- 1. Center the load as much as possible. When you have to handle off-center loads, distribute the heaviest part of the load nearest the front wheels of the forklift.
- 2. Follow the load capacity of the forklift. Never overload.
- 3. Never move fast or turn too rapidly when approaching a load.
- 4. Make sure the forklift is placed squarely in front of the load, without being too close or too far from it. A distance of 20 to 30 cm (8 to 12 inches) is just right.
- 5. When approaching the load, ensure that the forks are raised at the correct height and the direction control is set to neutral.
- 6. Never raise or lower the forks unless the forklift is stopped and the brake is set.
- 7. Make sure there is enough overhead clearance before raising the load. Be more cautious when raising loads under pipes, lights, sprinkler systems, etc.
- 8. Be extra careful when tilting loads. Never tilt forward with forks elevated except when picking up or depositing the load.
- 9. Never tilt the load forward while traveling since this reduces the stability of the load.
- 10. Adjust the forks to make sure the weight of the load is centered between them.
- 11. When lifting the load, make sure it is about 10 cm (4 inches) above the lower stack.
- 12. Before lowering the load, return the mast to the vertical position.
- 13. When lowering the load, ensure that its lowest point is 15 to 20 cm (6 to 8 inches) from the floor.

#### **PEDESTRIANS**

- 1. Be aware of pedestrians and give them the right-of-way.
- 2. Don't let anyone walk or stand under the raised forks.
- Never let a person get between the forklift and a hard surface like a wall, table, bench or any other fixed object.
- 4. Never let anyone ride on the forks for any reason.
- 5. Use your horn to indicate your presence to others.



## Basic Rules for Forklift Operation

#### **DRIVING**

- 1. Always use your seatbelt.
- 2. Always look before backing up.
- 3. Use a spotter when visibility is impaired.
- 4. Avoid sharp turns; you could shift the weight of the load.
- 5. Don't allow unauthorized drivers on any forklift.
- 6. Drive in reverse (except up slopes) if the load blocks your view.
- 7. Keep to the right when driving unless layout or conditions indicate otherwise.
- 8. Keep your arms, legs, head and feet inside the forklift when driving.
- 9. Never drive with the forks up, or use the forklift to push other vehicles.
- 10. Report any and all crashes to your supervisor.
- 11. When driving on an incline with a load, always travel with the load pointing uphill.
- 12. When driving on an incline with <u>no</u> load, always travel with the forks pointing downhill.
- 13. When you park your forklift, fully lower the forks, put the controls in neutral, turn off the engine, check the parking brake, and remove the key.
- 14. Use wall and ceiling mirrors to help you see around corners.
- 15. When you come to blind corners slow down, sound horn.

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