

# 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.
3. 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.



