

Forklift Safety Rules

- 1) Only qualified and authorized employees are allowed to operate powered industrial trucks at this facility.
- 2) Perform a pre-operations inspection before use of the forklift at the beginning of each shift.
- 3) Do not use forklifts in need of repair or with non-functioning safety equipment such as horns and/or back up alarms. Remove defective equipment from service and notify the supervisor immediately.
- 4) When using a powered hand truck, always walk in the direction of travel. DO NOT walk backwards when using power hand trucks (powered pallet jacks)
- 5) If a powered industrial truck is left unattended (operator is greater than 25 feet from the forklift), the load must be fully lowered, all controls are to be neutralized, brakes set, and the unit shut off. If it is on an incline the wheels are to be blocked.
- 6) All powered lift trucks are to be charged in designated areas only. Designated charging areas are to be equipped with, or have in the area, emergency shower/eyewash stations within ten seconds.
- 7) When adding acid to batteries, always pour the acid into water, not water into acid.
- 8) Do not use open flames for checking electrolyte level in storage batteries.
- 9) Keep all arms and legs inside of the operator's compartment on all rider power industrial trucks.
- 10) Do not let anyone get in between the power industrial truck and/or load and a fixed object such as a bench or wall.
- 11) Do not allow anyone under the raised forks, with or without a load.
- 12) Forklifts shall not be used as a person transport device (do not give rides).
- 13) Persons operating forklifts must wear their seat belt at all times.
- 14) All trailers are to be chocked, or the mechanical restraint system is to be engaged and functional before a powered industrial truck is to enter a trailer.
- 15) Do not let anyone climb on equipment or use the equipment as a man lift without proper safety platforms securely fastened.
- 16) Yield the right of way to all pedestrians.
- 17) Slow down for wet and slippery floors.
- 18) When a load blocks normal forward vision, travel in reverse and look in the direction of travel.
- 19) Maintain a safe speed and adequate distance behind other vehicles or persons.
- 20) Check the deck of trailers, trucks or other areas that a powered industrial truck is to operate to confirm there is adequate support.
- 21) Maintain a safe distance between the edge of ramps, platforms, walls, and other fixed objects.
- 22) Sound the horn when approaching a blind corner or intersection.
- 23) When using a powered hand truck, sound the horn when changing the direction of travel.
- 24) Transport only stable loads.
- 25) Report to work rested, alert, and fit to give your job full attention.
- 26) If you are taking prescriptions prescribed to you by your physician, report this to your supervisor before beginning work.

I have read and understand the Safety Rules for the operation of Powered Industrial Trucks.

Signature: _____ Date: _____