









|  |  |  |
|--|--|--|
| <b>Production Name:</b>  |  |  |
| <b>Department/Group:</b>   | Production stages, shops and warehouses  |  |
| <b>Location:</b>   |  |  |
| <b>Procedure Type:</b>   | Forklift Safety & Material Handling  |  |
| <b>Managers Name:</b>  |  |  |
| <b>Prepared by:</b>  |  |  |
| <b>Approved by:</b>  |  |  |
| <b>Date posted:</b>  |  |  |
| <b>1. WARNING</b>  |  |  |
| Working with forklifts and other lifting devices is a task performed on regular basis. This task poses a constant risk of property damage, serious injury or permanent disability to those who perform this work, as well as those working in the area. Operators and workers must actively practice safeoperating procedures. |  |  |
| <b>2. PROCEDURE PURPOSE</b>  |  |  |
| The Purpose of the Safe Operating Procedure is to provide all operators with requirements for the operation and management of forklifts in all areas.  |  |  |
|    |  |  |
| This includes the requirements for ensuring that people are not placed at risk from the operation of the forklift.   |  |  |
| <b>3. EQUIPMENT REQUIRED</b>   |  |  |
|  Safety Boots   |  Hearing Safety |  Hi-Vis Vest  |
|  Hard Hat   | <input type="checkbox"/>   | Leather (dry) or<br>Insulated Neoprene<br>Gloves <small>(only for changing propane bottles)</small>  |
| <b>Potential Health &amp; Safety Hazards</b>   |  |  |
| <b>PINCH POINTS</b> There are gears and exposed moving parts on machinery.   |                 | Use LOCKOUT procedures when performing maintenance or conducting any work within 12" of an exposed pinch point. NEVER put your hands or feet near an exposed pinch point or gears!   |
| <b>HIGH SOUND LEVELS</b> Sound levels exceed 85 dB   |                 | HEARING PROTECTION is required when working in designated areas.   |
| <b>FOOT INJURY</b>   |                 | Approved protective footwear is needed when there is the risk of foot injury due to slipping, uneven terrain, abrasion, crushing potential, temperature extremes, corrosive substances, puncture hazards, electrical shock and any other recognizable hazard |

| <b>4. HAZARDS</b>  |   |                        |
|--|---|------------------------|
| Other Work Groups (Contractors)  | Above >85 Decibels  | Getting Caught/Pinched |
| Limits of Approach (Power lines)   | Lifting/Twisting Strains  | Ergonomics             |
| Traffic (outside parking lots)   | Compressed Gases/Liquids  | Obstruction            |
| Poor Operation Conditions  | Working Alone   | Cuts/Abrasions         |
| Falling Objects  | Moving Equipment  | Battery Safety         |
| Hazards  | Mitigation  |                        |
| <b>Other Workers</b>   | When working around/near other workers, operator must know his/her surroundings, as well as ensuring that the backup alarm is in good working order.  |                        |
| <b>Falling Objects</b>   | Potential for loads to shift during travel.   |                        |
| <b>Obstruction</b>   | The stages, shops and warehouses at times present tight working areas. Operators must ensure that the travel zone to the drop off zone is free from any obstacles and/or other equipment that may present a hazard.   |                        |
| <b>Lifting/Twisting Strains<br/>Cuts/<br/>Getting Caught/Pinched<br/>Ergonomics</b>  | Workers must ensure that proper footwear is worn with anti-slip resistance sole. If workers are working together on a load good communication must be established to ensure that other workers know where everyone is positioned to avoid any pinch points “KNOW YOUR SURROUNDINGS” |                        |
| <b>Battery Safety</b>  | If the batteries need to be topped up, follow battery maintenance safe operating procedures   |                        |
| <b>5. PRE-USE REQUIREMENTS</b>   |   |                        |
| <p><b>1. Pre-Use</b></p> <ul style="list-style-type: none"> <li>a. Ensure operator is certified to operate a forklift.</li> <li>b. Locate and ensure you are familiar with all machine operations and controls.</li> <li>c. Perform Pre Start Checklist including:                             <ul style="list-style-type: none"> <li>i. Check the fluid levels for oil, battery, steering and brakes. Watch for leaks.</li> <li>ii. Ensure reversing beeper and warning lights are operational.</li> <li>iii. Ensure seat belt/safety restraint is in good condition.</li> <li>iv. Ensure the propane bottle is secured and the regulator is in good working condition not presenting any leaks.</li> <li>v. Report any faults to your supervisor. Do not operate forklift if any faults are found and isolate forklift by using an “Out of Service” tags. Check gas-powered vehicles for gas leaks in fuel lines.</li> <li>vi. Ensure the lifting forks are in sound condition and centred either side of the mast.</li> <li>vii. See that the tires are in good shape, as are hoses, cables and belts.</li> </ul> </li> <li>d. Know the capacity of the forklift before using it. Do not use a forklift without a load rating plate.</li> <li>e. Ensure that the area of operation is clear of debris and the surface is stable and even.</li> <li>f. Ensure the load does not exceed the forklift maximum weight tolerance</li> <li>g. Check that there is adequate unloading space</li> <li>h. Have a spotter to properly guide forks under the load</li> <li>i. Enter the forklift ensuring the operator maintains three points of contact at all times.</li> <li>j. Fasten the seatbelt.</li> </ul> |   |                        |
| <b>6. PRE-LIFT TEST / LOAD TEST</b>  |   |                        |
| <p>For pre-lift test to ensure load is safely positioned, lift the forks with the load 12” off the surface and investigate the load.</p> <p><b>1. Keep Pallets Up to Par</b></p> <p>The pallet is an essential part of the materials moving system. Using a damaged or defective pallet can have serious consequences. It can cause a load to shift and fall, with resulting injury and property damage.</p>   |   |                        |

Some common defects are poor design and construction, with overhanging boards and protruding nails and poorly aligned blocks. Boards and blocks can be cracked, broken or missing altogether. Leftover stretch wrap and strapping can interfere with handling a new load.

Remember these tips for safe use of pallets:

- a. Inspect a pallet for damage before use and remove defective ones. Damaged pallets should be destroyed.
- b. Handle empty pallets carefully. Do not drop or run over them.
- c. Use the right type of pallet for the stacking system and for the product being moved.
- d. When handling pallets with a forklift, the forks should extend most of the way through the pallet.
- e. Do not store pallets where they can create a tripping hazard. Never block an emergency exit with stored pallets, even temporarily.
- f. Pallets need to be spaced three inches apart when material is stored on them. This prevents them from interfering with each other when you are taking the stored items off the pallets.

## 2. Stacking Materials

When it comes to preventing injury, stacking materials properly is just as important as using proper lifting techniques and the right equipment to move a load.

- a. Before stacking any materials, it is important that the material type, height and weight are given consideration.
- b. If a skid is to be used, inspect the skid for damage.
- c. Stacking materials too high or too deep on a shelf will increase the risk of injury when materials are being manually moved.
- d. When stacking bags or bundles, use interlocking rows to increase the stability of the load.
- e. When stacking drums or barrels use a symmetrical pattern. If they are to be stacked on their ends, use a sheet of plywood or skid inserted between the levels to provide stability and an even surface for each level. When stored on their sides, block the bottom tier to prevent the bottom drums from rolling out from under the load.
- f. All cylindrical materials such as structural steel and tubing must be stacked and blocked to prevent spreading or tilting. Pipes, bars, and tubing should be stored in racks that run parallel to the warehouse aisles to eliminate a safety hazard for those who use the aisles.

## 7. JOB STEPS

### 1. Lifting, moving and depositing load

- a. Assess the load
- b. Tines must be down if the forklift is not carrying a load.
- c. Watch out for pedestrians (aka other workers).
- d. Slide forks under load gently, only lift one load at a time
- e. Always remember that the safe working load of a forklift reduces as the mast is tilted forward.
- f. Ensure the load is balanced and can be safely lifted
- g. Always put the heavy end of the load against the load backrest.
- h. Once load is secured on forks, raise the load only to the height necessary to maintain a reasonable clearance from the ground
- i. Ensure all workers are clear and back up slowly
- j. Restrict pedestrian movement in the work area during operation
- k. Carry load to stable, level ground ensure the lifting tines are secure into the pallet and the load is stable before lifting or driving off.

- l. Be careful of overhead obstructions when raising the mast.
- m. Avoid excessive speed, drive smoothly, refraining from rapid acceleration.
- n. When approaching a blind corner, use horn and drive slowly.
- o. Always have someone guide you if a load restricts your vision.

- 
- p. Slow down when changing direction or on wet or greasy surfaces.
  - q. Avoid harsh braking, especially when carrying a load.

## 8. REFUELING PROCEDURE

Please refer to manufacturer recommendations

## 9. STANDARD SHUTDOWN PROCEDURE

### POST-Operation:

- a. Gently set load on ground and unhook
- b. Lower the load or tines, stop the vehicle and apply the park brake and turn off power. Turn off propane tank (if applicable)

## 10. QUALIFICATIONS & EDUCATION REQUIREMENTS

Workers must be trained to CSA Standard B335-94, Industrial Lift Truck Operator Training (as per WorkSafeBC), and have passed the test before they can operate a lift truck (forklift). Workers can be trained by their employer or a third-party provider. Every two years the driver must be re-evaluated and given additional training as needed.

Employers must ensure drivers are properly trained and receive additional training as supervision as needed.

Additional training: If a driver must transfer propane from one container to refuel the lift truck, he or she must also have a propane handler's certificate. For more information visit the Propane Training Institute. If the re-fueling process only involves changing propane cylinders, a certificate is not required.

## 11. EMERGENCY & FIRST AID REQUIREMENTS

In the event of emergency, immediately stop all work operator turn off power to the forklift.  
The shop foreman will advise the forklift operator on what the emergency is. The forklift operator is responsible for ensuring that the forklift is positioned in a safe location with the tines set on the ground and powered off.

## 12. ENVIROMENTAL REQUIREMENTS

Potential for Hydraulic and/or Propane Leaks

## 13. COMMUNICATION REQUIREMENTS

Personnel are not to always assess the scope of work. If it is identified that the forklift operator may be working in a secluded area of the shop and/or on weekends when the staff flow is low, they must ensure to inform their Foreman of their whereabouts and scope of work.

## 14. UNSAFE EQUIPMENT, FAILURE, AND DAMAGE PARTS MANAGEMENT

- a. All defective equipment shall be tagged as "Out of Service" and then reported to the Department Coordinator
- b. Faulty equipment must not be given to anyone to take home. Damaged equipment can be repaired by a certified repair agent or the components can be recycled.
- c. If, at any time, a routine lift changed to a non-routine lift, stop work and consult with a qualified operator and perform Risk Assessments, as required.
- d. Maintain all maintenance & inspection records.