

FORKLIFTS

- Only employees who have been properly trained and can safely operate a forklift may do so. The Production Safety Representative can help arrange training.
- The use of additional counterbalances on forklifts is strictly forbidden.
- Never allow riders on vehicles or bicycles to “hitch rides.”
- Never ride or allow anyone to ride on the forks of lift trucks.
- Never place any part of your body outside the running lines of an industrial truck or between the mast uprights or other parts of the truck where shear or crushing hazards exist.
- Never stand, pass, or work under the elevated forks of any industrial truck, loaded or empty, unless they are blocked in position.
- Never operate an industrial truck with a leak in the fuel or hydraulic system.
- When operating a forklift, always look in the direction of travel and never move a vehicle until you’re certain there are no people in your path of travel.
- When ascending or descending grades in excess of 10 percent, drive loaded trucks with the load upgrade.
- Always carry the forks as low as possible, consistent with safe operations.
- When leaving a vehicle unattended, always shut off the power, set the brakes, lower the forks, and bring the mast to the vertical position. When leaving the vehicle on an incline, always chock the wheels.
- When necessary to elevate employees using a forklift, make sure the platform is of sufficient size to accommodate the employee and material elevated, and that the platform is secured and meets the guardrail, backboard and toe board requirements as set forth by CAL/OSHA. Refer to section “Forklift Mounted Work Platforms” for additional requirements.
- **NEVER TOWER OR TRAVEL WITH A WORKER IN A FORKLIFT MOUNTED WORK PLATFORM.**
- Never operate a vehicle on floors, sidewalks, doors, or platforms that will not safely support the loaded vehicle.
- Always maintain a minimum distance of one tire width from the edge of any elevated dock, platform, freight car or truck.
- Never load any truck in excess of its rated capacity as stated on the manufacturers ID plate.
- Never move a loaded vehicle until the load is safe and secure.
- Use extreme care when tilting loads. NEVER TILT FORWARD WITH THE FORKS ELEVATED, except when picking up a load. NEVER TILT AN ELEVATED LOAD FORWARD, except when depositing it onto a storage rack or equivalent. When stacking or tiering, limit backward tilt to that necessary to stabilize the load.
- Always place the forks in such a manner that the load will be securely held or supported.