

Safe Work Procedure

Forklift Operator - Unload from a Semi Trailer

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Vehicle/Property damage Other workers and equipment Slip/Trip Pinch points Muscle strain	Steel toed boots Eye protection Hand protection Hard hat Backup alarm	Forklift Training/Certification

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Ensure the load does not exceed the forklift maximum weight tolerance 2 Check that there is adequate unloading space 3 Pull up to trailer, make sure forks are high enough so they do not hit trailer 4 Have a spotter to properly guide forks under the load 5 Slide forks under load gently, only lift one load at a time 6 Once load is secured on forks, ensure all workers are clear and back up slowly 7 Carry load to stable, level ground 8 Gently set load on ground and unhook

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 4 General Workplace Requirements 6 Personal Protective Equipment 8 Musculoskeletal Injuries 16 Machines, Tools and Robots 22 Powered Mobile Equipment	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years Reviewed By Worker Rep/WSH Committee: Date:
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