

SAFE WORK PROCEDURE

FORKLIFT

Written By: Alex Ethier	Approved By: Alex Ethier	Date Created: January 17, 2008	Date of Last Revision: January 17, 2008
<i>This task may only be performed by trained personnel.</i>			
Hazards Present:	Personal Protective Equipment (PPE) or Devices Required:	Additional Training Requirements:	
<ul style="list-style-type: none"> • Moving Equipment • Hazardous Materials • Overhead obstacles • Pedestrian Traffic • Tipping/Unsecure Load 	<ul style="list-style-type: none"> • CSA Approved Footwear • Hearing Protection (dependent on environment) • Communication device/procedure 	<ul style="list-style-type: none"> • WHMIS Training • Forklift Operator's Certificate 	
Safe Work Procedure:			
<ol style="list-style-type: none"> 1. Ensure there are no flame/ignition sources around area while fueling/working. 2. Inspect forklift to ensure it is in good operating condition, full of required fluids, and is clean. 3. Check forklift maintenance log to ensure that all preventative maintenance is up to date. 4. Make sure all PPE is worn properly and in place BEFORE starting. 5. Walk around the forklift to to check for potential hazards (obstructions, piled supplies, other vehicles or tools) 6. Advise others working in the area of potential hazards. 7. Step up and sit comfortably in the operator's seat. 8. Inspect all levers and pedals to ensure they are free from obstructions. 9. Put transmission in neutral, apply parking brake, start forklift. 10. Apply brake pedal and engage transmission to forward/reverse. 11. While travelling, always keep the forks as low as possible without touching the ground. 12. When approaching item to be lifted, reduce speed. 13. Stop just prior to the object and align forks with entry point of object to lift. 14. Move forward slowly until forks are squarely underneath the load. 15. Raise forks slowly until load is bearing on the forks. 16. Tilt the forks up slightly, then continue to raise load slowly to an adequate height for transport. 17. Before moving forklift, ALWAYS look behind, both sides, and in front to ensure there are no obstructions. 18. If you have to change directions, always come to a complete stop before changing the transmission. 19. When load is at destination, slowly lower forks until weight is released from forks. 20. Once the forks are free from holding load, backup slowly and remove forks from under load. 21. When finished, put machine in parking area, set parking brake, turn off machine. 			
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage emergency procedures and/or follow the lock-out procedure.</i>			
REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR			
Guidance Documents / Standards / Applicable Legislation / Other:	EMERGENCY PROCEDURES <i>(if incident occurs, follow these procedures)</i>		
<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • If injury occurs...contact 911 • Administer First Aid/CPR as required • Make sure Fire Extinguisher is on hand 		

This Safe Work Procedure will be reviewed any time the task, equipment, or materials change and at a minimum every three years.