

Safe Work Procedure

Forklift - Unloading semi trailer

Company:	Written By:	Approved By:	Date Created:	Date of Last Revision:
M.R.B.	gb	Marcel Blerot	3/13/12	3.13.2012

Hazards Present:	PPE or Devices Required:	Additional Comments:
Vehicle/Property damage Other workers and equipment Slip/Trip Pinch points Muscle strain Fatigue	Hearing protection Safety boots Back up alarm (with door open): Hand protection Eye Protection	Be aware of: Dropping load (ie. slippery forks-snow) Tipping load (ie. tilting too far forward, not enough forks under load) Must be trained to operate equipment Take break minimum every hour

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 Properly guide forks under the load. If you can't see fork tips, use a spotter. 5 Slide forks under load gently, only lift one load at a time. 6 Once load is properly on forks, ensure all workers are clear, lift load and back up slowly ensuring you don't hit anything with load 7 Unload flat deck trailers evenly on both sides (ie. 1 pallet from the left then 1 pallet from the right) Discuss this procedure with truck driver. 8 Carry load to stable, level ground. Be sure not to hit anything with fork tips when picking up or putting down load. 9 Gently set load on ground or approved double high stacking and pull forks out straight

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

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