

**SAFE WORK PROCEDURE**

**FORKLIFT**

*This task may only be performed by trained personnel*

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Potential Hazards	Training or Certificates Required:	Personal Protective Equipment (PPE) or Devices Required:
<ul style="list-style-type: none"> <li>▪ Moving Equipment</li> <li>▪ Tipping/Unsecure Load</li> <li>▪ Hazardous Materials</li> <li>▪ Overhead Obstacles</li> <li>▪ Pedestrian Traffic</li> <li>▪ Mechanical Defects</li> <li>▪ Musculoskeletal Injury</li> <li>▪ Airborne Particles</li> <li>▪ Noise</li> <li>▪ Skin Damage – Propane</li> </ul>	<ul style="list-style-type: none"> <li>▪ WHMIS Training</li> <li>▪ Forklift Operator’s Certificate</li> </ul>	<ul style="list-style-type: none"> <li>▪ CSA approved footwear</li> <li>▪ Hard hat and dust mask</li> <li>▪ Safety Glasses</li> <li>▪ Gloves (vibration, neoprene)</li> <li>▪ Hearing Protection</li> <li>▪ Lumbar support (operator)</li> <li>▪ Tire and lift platform blocking materials</li> <li>▪ Long sleeved shirt or jacket</li> <li>▪ Communication device / procedure</li> </ul>

PROCEDURE
<ol style="list-style-type: none"> <li>1. Ensure there are no flame / ignition sources around area while fueling / working.</li> <li>2. Prior to each use, inspect forklift to ensure it is in good operating condition, full of required fluids and is clean. Inspection should also include batteries, retainers, fuel tank, gas caps, tires, fire extinguisher, reverse warning signals, roll bars, overhead protection, brakes and hydraulic systems.</li> <li>3. Immediately report any observed vehicle conditions that may present a safety risk and avoid using the forklift truck until it is safe to do so.</li> <li>4. Ensure that the Operator’s Manual is readily available.</li> <li>5. Make sure all PPE is worn properly and in place BEFORE starting.</li> <li>6. Walk around the forklift to check for potential hazards, such as obstructions, piled supplies, vehicles, tools, people in front of, behind or in the intended path of the vehicle.</li> <li>7. Advise others working in the area of potential hazards. Immediately prior to moving the vehicle, sound the horn and then, proceed slowly.</li> <li>8. When approaching cross-walk, pedestrians, doorways, ramps and other vehicles, sound horn and approach slowly.</li> <li>9. While travelling, always keep the forks as low as possible without touching the ground. Also, watch corner mirrors to be aware of site conditions.</li> <li>10. When approaching items to be lifted, reduce speed. Also reduce speed when vision is partially hampered by stored materials, racks, doors and/or other objects.</li> <li>11. When lifting loads, place the forks as far as possible under and ensure that the load is against the heel of the rack and the front of the rack is tilted upward.</li> </ol>

12. When moving with a load, watch out for overhead obstructions, wires and ceilings.
13. When backing up, ensure that the reverse alarm system is operating and the area is clear of objects and pedestrians.
14. Before moving forklift, always look behind, both sides and in front to ensure there are no obstructions. Maintain a safe clearance distance between the forklift and nearby objects.
15. If you have to change directions, always come to a complete stop before changing transmission.
16. When leaving the forklift, leave controls in neutral, brakes applied and the forks in the down position with the motor turned off.
17. Do not allow the forklift to be operated by anyone who is not trained and certified to do so.
18. Report all incidents, accidents and near misses to the supervisor immediately.
19. All maintenance and repair work is to be performed by persons competent and trained to do so. Detailed records of all such work will be completed and reported to the Company office.
20. All authorized forklift operators will also follow the Safe Work Practices for forklifts, as outlined in Section 3 of this Safety Manual.

### **PROPANE**

For vehicles fueled by propane, additional safety measures will be taken. Workers are cautioned that escaping propane under pressure is extremely cold and can seriously damage skin tissue.

1. Propane cylinders will only be changed by persons trained to do so.
2. When removing a propane cylinder, shut off the supply valve and let vehicle motor run until it stops.
3. Turn off ignition.
4. Disconnect fuel supply couplings, un-strap cylinder and remove the cylinder
5. Prior to installing the new cylinder, check the valve area for smell of leaking propane.
6. Mount the cylinder on the vehicle, strap it in place and connect the fuel supply couplings.
7. Open the fuel supply valve and apply a soapy solution to check for bubbles, indicating escaping propane gas.
8. If there is no leakage, turn on the ignition and restart the vehicle.
9. Removed propane cylinders are to be stored outside on a level surface, protected from damage and unauthorized handling by untrained workers.

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