

<b>SWP SAFE WORK PROCEDURE</b>	<b>FORKLIFT</b>  <b>Calgary</b>	Page: 1 of 24 Supercedes: Effective: New
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### **1. PURPOSE**

To ensure that all employees who are responsible for operating a forklift fully understand and are trained in the procedures for the safe operation of a forklift.

### **2. SCOPE**

This written Safe Work Procedure applies to all employees who operate a forklift.

### **3. RESPONSIBILITY**

General Manager, Product  
Supply & Distribution  
Manager  
Frontline Associate  
HR Specialist, Safety

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## 4. PROCEDURE

### PRE-INSPECTION CHECKS

#### **Tires**

Visually check tires for splitting and damage. Check all lug nuts on all tires.



#### **Hoses**

Visually check hoses for cracks, bends and leaks in hoses.



#### **Gauges**

Check gauges to ensure properly protected.

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## Lights

Check front lights, brake lights and back up lights. When going in reverse, back up lights shall activate.



## Parking Brake

Push parking brake in and apply forward throttle. Lift truck should stay in place if brakes are working.



## Mast

Visually check mast for cracks and loose bolts.



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## Forks

Visually check forks for damage

## Horns

Check horn and back up warning horn. When moving in reverse back up warning horn should work.



## Operational Brakes

Check normal operational brakes by traveling forward and then apply brake. Lift Truck should come to an immediate stop when working properly.

## Seat belts

Verify seatbelts are operable.



## Fire Extinguisher

Ensure Fire Extinguisher is on board and fully charged.



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### **Safety Reminder**

- Pre-Inspection checks are not **Optional** they are **Mandatory** for your safety and the safety of those personnel working around you.
- Keep forklift clean using air hoses to blow dust and dirt off. Ensure to wear goggles when using air hoses.
- Clean area after blowing forklift down. Never blow air towards employees not wearing the proper PPE.
- Only qualified personnel can work on forklifts. Never modify forklift equipment. You have to have permission from the manufacturer prior to making modifications to a forklift.



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**OPERATOR REQUIREMENTS**

**Operator Requirements**

Only trained and authorized personnel can safely operator lift trucks. Trained and authorized personal are those who have taken and successfully completed Forklift classroom training, Forklift driving test, review and sign off on Forklift Hazard Assessment, review and sign off of policy and passed the SWP and Handling of LP Gas.

**Certificate**

When the employee has successfully completes training they will receive a Forklift Certificate. Training will be conducted on a yearly basis.



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**FORKLIFT REQUIRMENTS**

**Back up Alarm**

All vehicles are equipped with a back up alarm which indicates that the forklift is backing up.

**Identification Plate and Label**

Identification plates are in plain sight on each forklift for the operator to see. Identification plates identify maximum load capacity for each forklift. A label identifying approval by a testing laboratory shall also be on each forklift.



**Rollover Protection & Seatbelts**

All forklifts are equipped with rollover protection and have seatbelts which must be used at all times.

**Overhead Safety Guards**

All forklifts are equipped with overhead safety guards with grated steel that has 2” inch openings. Openings cannot be covered up with material that would prevent the operator from viewing the high point of the load.

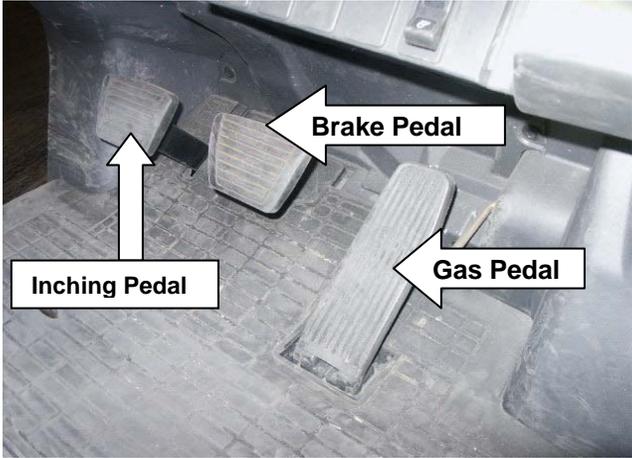


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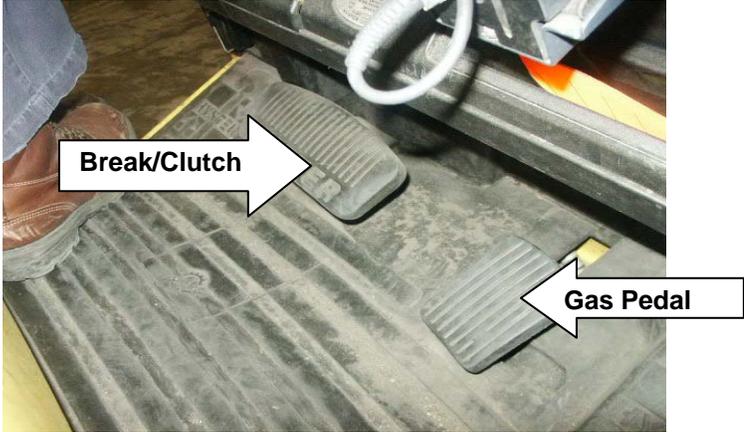
## CONTROLS

### Gas & Brakes

Cat/Nissan



Hyster



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## Controls



Left – Lift and Lower Forks

Middle – Tilt the forks  
forward and backwards

Right – Side Shift

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## SAFE OPERATION

### 3 Point Stance

When getting on or off a Forklift the qualified Operator shall use a 3 point stance with two hands and one foot in contact with the floor or unit at all times. **Never jump on or off a Forklift.**



### Seatbelts & Tip Over

All personnel driving forklifts with rollover protection shall wear seatbelts. Seatbelts help to hold you in the frame of the safety cage. In the event of a tip over, grasp steering wheel, lean away from the roll and brace for impact. Keep arms, legs, feet, hands, body parts inside forklift cab at all times.



### No Riders

Only the Operator is allowed on a Forklift. Never pick up riders. Do not allow personnel on the ends of the forks for transportation, lifting or while the forklift is powered at any time.





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**Starting Forklift**

Start the forklift while sitting in the Operators seat. Starting forklift from ground level or while not in a seat could cause lift to move creating serious hazard.

**Fork Height**

After starting the motor raise the forks approximately 2 – 4 inches off the ground for safe traveling. This will allow the forks to clear any bumps or seams. Never travel with forks more that 2-4 inches off the ground.



**Pedestrians**

Pedestrians and emergency equipment always has the right of way. No matter where you are or what you are doing always stay alert for traffic. Keep eyes on path of travel and speed of forklift slow enough to make immediate stops.

**Stunt Driving/Horseplay**

All operators will drive in a professional manner. Horseplay with Powered Industrial Trucks could be deadly. Be aware of your surrounds at all times. Do not speed! Forklift shall only run as fast as a brisk walk.. Slow down when water, oil grease or other liquids might be on the path of travel. Avoid those hazards if possible. Always stay a minimum of 3 truck lengths behind the truck in front of you. Trucks driving in the same direction shall not be passed near blind spots or at intersections.

**Traveling Outside (Garbage Bin & Roll Stock in Front Yard)**

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When traveling outside always take the best route. Watch out for pedestrians and pedestrian traffic.

### **Rounding Corners/Vision Obscured**

When rounding corners or if for any reason your vision is obscured, then slow down and use your horn. Horn shall be sounded at all intersections, near other traffic or when vision is obscured for any reason.

#### **4.5.10 Traveling with Load**

Pick load up 2-4 inches off the ground and lean load slightly back on mast for safe driving.

### **Driving in Reverse**

If load obscures your vision in any way then you must drive in reverse until you get to the area in which you are to drop the load.

### **Raised Load**

Never enter under a raised load. Do not enter under raised forks. Do not allow other personnel to enter under raised forks/loads.

### **Mast Nip Point**

Do not place any body parts between the mast and the front of the Forklift.



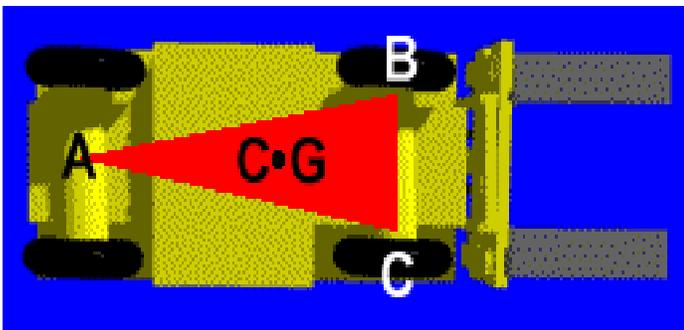
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## Backing Out

Prior to backing out, look behind you and on both sides to the left and right. Pedestrians always have the right of way.

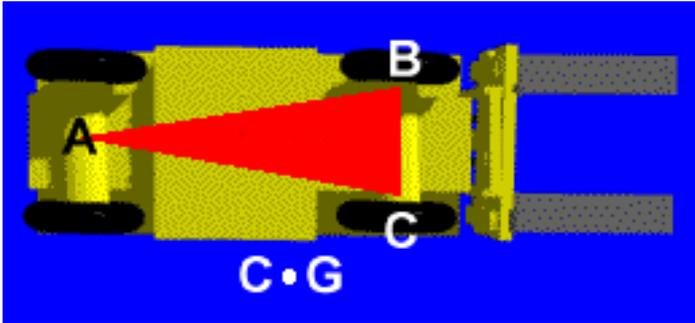
## Stability Triangle

If you were to raise a lift truck up and look at its underside, you would see that the support points for the truck are located at points A, B, and C. The triangle formed between points A, B, and C is called the Stability Triangle. The lift truck will not tip over as long as the centre of gravity remains inside the triangle. (The center of gravity is the point within a lift truck where there is equal weight all around it.)



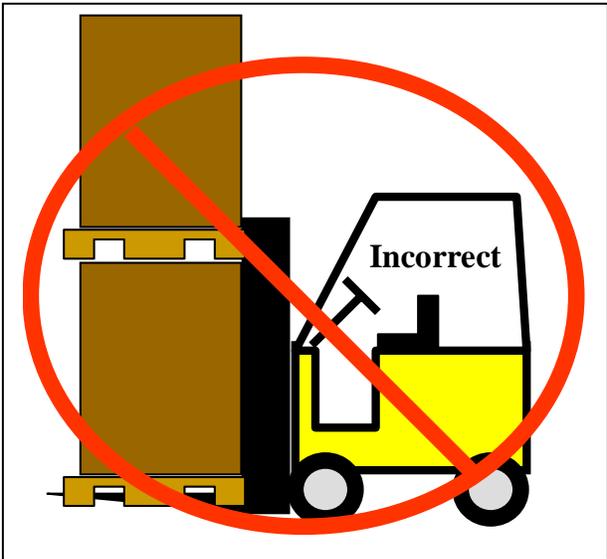
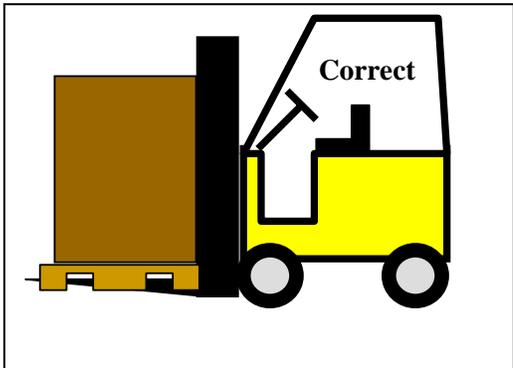
- However, if the centre of gravity shifts outside the stability triangle, the lift truck will tip over. The centre of gravity within a lift truck can be moved by:
  - Traveling with an elevated load;
  - Trying to carry too heavy a load;
  - Trying to turn the lift truck while it is moving too fast;
  - Operating the lift truck on a hill or incline;
  - Starting or stopping too fast;
  - The jerky operation of the hydraulic system.

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### Non-strapped Stock

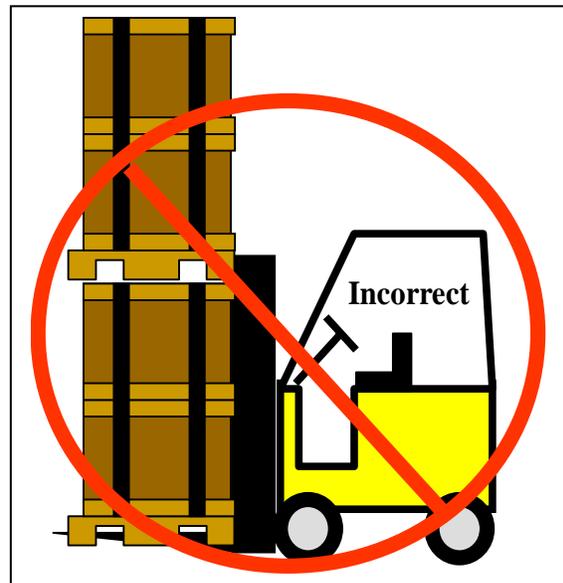
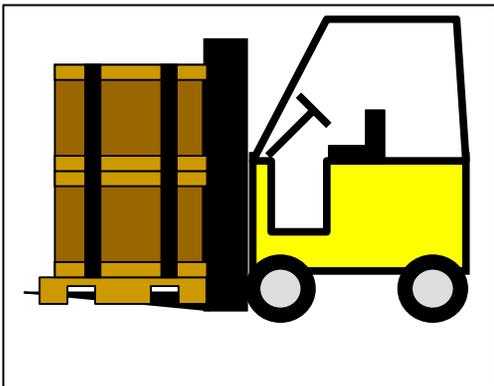
Any non-strapped stock such as Corrugator Stock or Stock going from one machine to the next that is not strapped shall only be carried one pallet at a time. Never transport stock two pallets high.



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## Strapped Stock

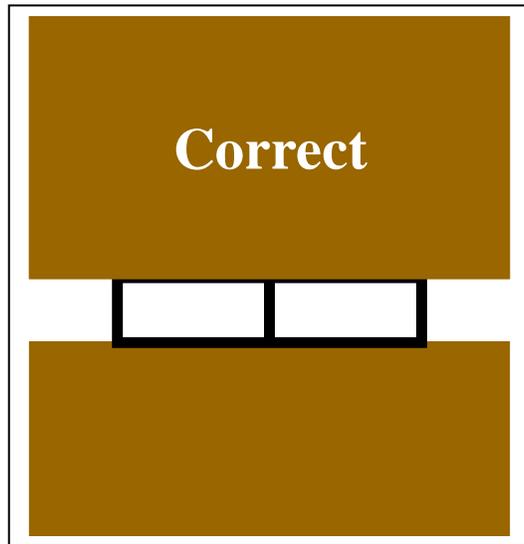
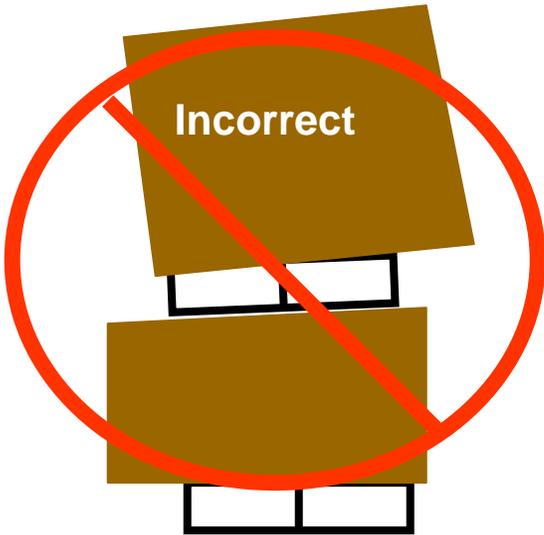
Strapped Stock such as Shipping Stock can be stacked two high on a pallet.  
Stock can not be carried double stacked and then two high.



## Stacking

Stack stock neatly and square it on the pallet. Never stack stock in a hazardous manner. If any stock is found to be stacked in a hazardous manner, either straighten the stock or lower it to the ground. Safety is Everyone's Responsibility!

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### Unattended Forklift

When the operator is more than 25 feet from the vehicle that is in view or within 25 feet and is not in view.

### Dismounted Forklift

Forks will be lowered, key will be turned off and removed to neutralize controls, dead mans seat will also neutralize controls and you must apply the emergency brake. If lift is on an incline then the vehicle must be blocked.

### Backing Out

When backing out of rows of stock/blind areas, be aware of your surroundings by looking backwards and to the left and right. Use your horn and drive slow. Remember that Pedestrians always have the right of way.



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#### **4.4.22 Safe Driving**

Always drive on the right side of the aisle when unloaded. Sometimes you can drive down the right side loaded but when stock is large, center your lift and drive slow. When unloaded let the loaded lift trucks have the right of way. It will be easier for you to get out of the way rather than a loaded lift truck. No Smoking is allowed around Forklifts. This is a non-smoking facility but remember this when traveling outside. **As a Pedestrian, never place yourself between a fixed object and a Powered Industrial Truck.**

#### **4.4.23 Placing Stock on Machine Conveyors**

When placing stock on a conveyor line, ensure no one is crossing the conveyor. Serious injury can occur if struck by stock. Never place leaning or stock that has a hazard to fall on a conveyor line. If stock is uneven or hazardous to pick up contact your supervisor for proper corrective action and do not pick it up. Any stock that is stacked in a hazardous manner on a machine conveyor line an employee will be responsible for straightening and correcting condition.

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## **4.5 LOADING DOCKS**

**4.5.1** Loading docks can be dangerous places. Always be aware of the edge of the dock. A fall from a loading dock in a forklift can be fatal. Slow down, watch out for others.

**4.5.2** Whenever you load or unload a trailer:

- Inspect the floor of the trailer to ensure that it will support the forklift and the load.
- Make sure that the wheels of the trailer are chocked or lock docked to prevent the trailer from moving.
- Make sure that dock plates, boards, and ramps are in place and secure.

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#### 4.6 FORKLIFT REPAIR PROCEDURE

- Employee completes their daily circle check on the Powered Industrial Truck (P.I.T.)
- If a safety issue is discovered that requires repair (i.e., brakes not working), complete the Daily Inspection Sheet and place it in the slot **“REQUIRING MAINTENANCE”**. An **“OUT OF ORDER”** sheet must be filled out and placed onto the steering wheel of the truck --- it must be dated and signed.
- If no issues are found, complete the Daily Inspection Sheet and place it in the slot **“COMPLETED CHECK LIST.”**
- If a truck requires maintenance, inform your supervisor and he will tell you which truck to use in its place. You must then do a Daily Inspection Circle Check on the truck you will then be using.
- The following morning, the Forklift Mechanic will review any maintenance issues that are recorded in the slot.
- Once the repair is completed, the contractor will sign off the checklist and place the truck back into service. The form will then be place in the slot **“ITEMS FIXED”**.
- Once a week, the plant superintendent will pick up all of the Daily Inspection Sheets for review. Any trucks that are not being inspected will be reviewed at that time.

#### TRUCKS MUST BE TAKEN OUT OF SERVICE IF:

Brakes are not working	Defect in tires, wheels or tire pressure
Emergency brake is not working	Defect in mast, carriage, or lift chains
Back up beeper is not working	Defect in tilt cylinder pins (cracks or wear)
Fire extinguisher is missing or its not charged	Defect in clevis (cracks, or bolts not tight)
Strobe light is not working	Engine oil not full
Roll cage is not secure - damaged	Brake fluid not full
Horn is not working	Engine oil indicator light is not working
No seat belt or its not functional	Water temperature gauge is not working
Key is not working	Defect in steering controls (must be smooth at full range)
Defects in propane tank or hose	Hydraulic leaks (in lines)
Defect/leaks in coolant hoses	Defect in forks (or other load handling attachments)
Defect in hood or seat latches	Defect in steering column latch

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## 5.0 FORMS

Refer to HSP 1.9 Power Industrial Truck Policy and Procedure

## 6.0 REFERENCES

SWP developed by Janice Robertson – March 2007

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All Fork Lift Operators upon completion of training module SWP must complete the following review. This review is to be maintained in the employees training file once complete.

Employee Name:

Date:

Trainer:

1. When must Pre-Operational Checks be completed?
  - A At the beginning of the shift or prior to using lift
  - B At end of the shift
  - C At the beginning of the week
2. What action must be taken if a check does not pass on Pre-Operational Check?
  - A Drive lift until maintenance can repair
  - B Take lift out of service and inform supervisor
  - C Repair lift yourself
  - D No action necessary
3. Who can Safely Operate Forklifts here at Smurfit-MBI?
  - A Anyone hired with a prior license from another facility
  - B Only trained and authorized personnel who have taken and passed the required training
4. What must be done on all Forklifts that have rollover protection?
  - A Seatbelts must be worn at all times
  - B Rollover protection audited bi-annually
  - C Vehicles must be driven at half speed
5. How do you safely get on or off a Forklift?
  - A 2 point stance using one hand and one foot
  - B 3 point stance with two hands and one foot in contact with the floor or unit at all times
  - C 2 point stance getting on - jump off
  - D climb on and climb off
6. How many people are allowed to ride on a Forklift other than the operator?

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- A 2
- B 3
- C 4
- D 0

7. Where do you safely position yourself to start a forklift?

- A Operators Seat
- B Right side of forklift
- C Left side of forklift

8. How high do you carry a load or travel with your forks off the ground?

- A 2-4 inches
- B 6-10 inches
- C 1-2 feet
- D It does not matter

9. Who has the right of way?

- A Forklifts
- B Pedestrians

10. What safety precautions shall you take when rounding corners or your vision is obscured?

- A No precautions are necessary
- B Slow Down
- C Use your horn
- D Both B & C must be done

11. After stacking or placing a load what safety pre-cautions shall you take prior to backing out?

- A Look to your left for traffic
- B Look to your right for traffic
- C Look behind you for traffic
- D All of the above must be done

12. Do you have to remove the key when you dismount a Forklift?

- A Yes
- B No

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13. What safety pre-cautions shall you take when placing stock on a conveyor line?
- A Ensure no one is crossing the conveyor line
  - B Raise stock up over safety cage to safely see where you are driving



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Employee scored \_\_\_\_\_ out of 13. Employee must have scored a perfect score to safely pass SWP Forklift Operator training. If employee did not pass then he/she will be re-tested on the following date: \_\_\_\_\_

I \_\_\_\_\_ have been instructed and understand the SWP Forklift Operator training on \_\_\_\_\_. I understand that working safely is a condition of employment.