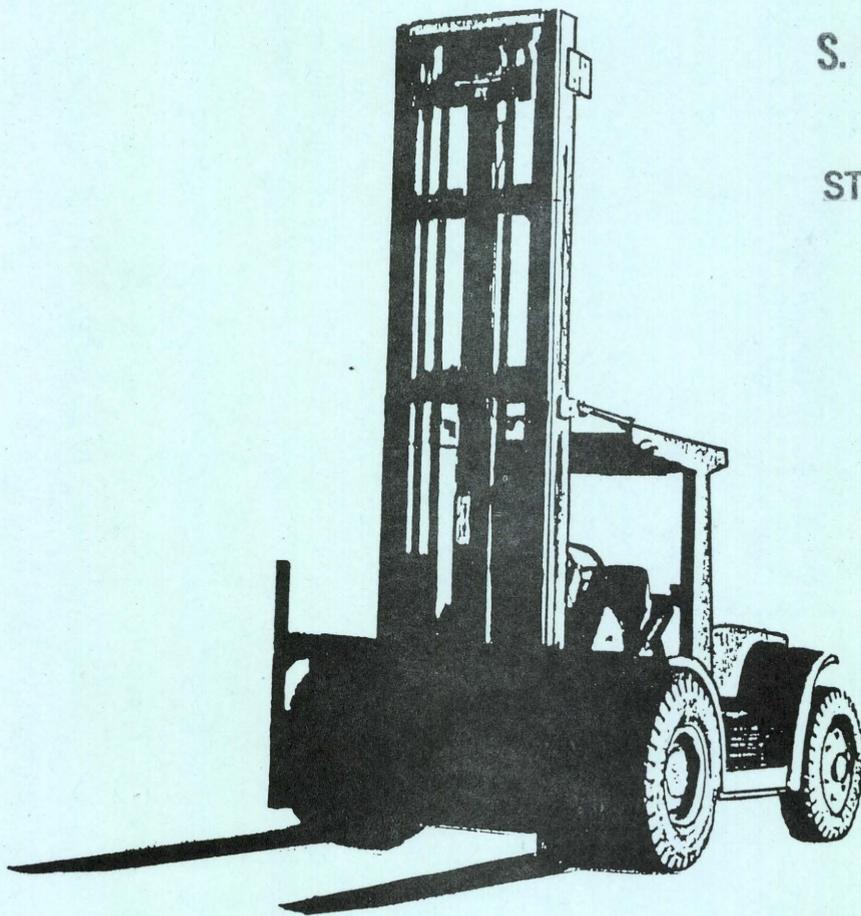


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*Safety Training*

# **FORKLIFT operator**

## **RESPONSIBILITIES**



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**SOUTH CAROLINA DEPARTMENT OF LABOR**  
**Division of Occupational Safety and Health**  
**Office of Training and Education**  
**E.L. McGowan, Commissioner**

This booklet has been prepared to assist employers in their efforts to comply with the South Carolina Occupational Safety and Health Act, and to comply with the requirement of the Occupational Safety and Health Act of 1970 to provide for training of employees in the recognition, avoidance and prevention of unsafe or unhealthful working conditions.

The objective of this booklet is to make the operators of powered industrial trucks aware of their responsibility in the safe use of the equipment. The operator should already know how to operate the equipment. This training is to be used as a re-enforcement to safe operating procedure.

The South Carolina Department of Labor is striving to reduce the human suffering caused by accidents. It is hoped that this booklet will serve that cause.

E. L. McGowan  
Commissioner

1910.178(1) - Only trained and authorized operators shall be permitted to operate a powered industrial truck. Methods shall be devised to train operators in the safe operations of powered industrial trucks.

A summary of some of the major safe operations procedures are included in this booklet.

GENERAL:

These procedures are common to industrial trucks and most other in-plant vehicles.

1. Safety Checks. (See Check List):

<u>Oil</u>	<u>Brakes</u>	<u>Hydraulic Cylinders</u>
<u>Water</u>	<u>Forks</u>	<u>Leaks or Puddles</u>
<u>Tires</u>	<u>Masts</u>	<u>Overhead Protection</u>

2. Operational Checks.

After starting the engine, check:

<u>Steering</u>	<u>Recheck brakes</u>	<u>Transmission</u>	<u>Gear boxes</u>
<u>Lights and Horn</u>			

3. Riders.

Allow no riders on the sides of vehicles, on the forks, or other positions.

4. Safe Driving.

Face direction of travel (drive backwards with bulky load); Be alert; Keep your mind on operating vehicle; Speed limit; Sound horn.

5. Warning Devices.

Horns or signaling device; Pedestrians; Walks; Aisleways; Driveways.

6. Arm and Leg Safety.

Keep arms, legs within the operator's compartment. Do not reach between mast arms.

7. Falling Objects.

Never stand or pass or permit anyone to stand or pass under elevated forks.

8. Horseplay - Prohibited.

Horseplay and stunt driving are prohibited.

9. Parking.

Forks flat on the floor; Shut off the power; Set the parking brakes; Controls in neutral; Chock wheels on an incline.

10. Dockboards or Bridgeplates.

Check for adequate width, strength and security; Fasten in position.

LIFT TRUCK OPERATION:1. Loading the Truck.

- (a) Capacity.
- (b) Pushing not allowed.
- (c) Working clearance.
- (d) Collisions - avoid striking any object with fork tips.
- (e) Engaging the load - evenly on the forks.
- (f) Carrying the load - keep the mast tilted back; lift loads slowly; avoid sudden jerks.

2. Traveling with the load.

- (a) Starting and Stopping - gradually and slowly.
- (b) Load Positions - 4 to 6 inches from floor.
- (c) Ramps and Inclines - drive in reverse when carrying loads.
- (d) Docks and Platforms - keep clear of the edge of loading docks and platforms.
- (e) Avoid Collisions - slow down and alert at:
  - Cross Aisles     Sharp curves     Ramps     Dips
  - Blind Corners     Wet slippery and rough floors
  - When vision is limited or obstructed     In congested areas

3. Depositing the Load or Stacking.

- (a) Unloading - Only when the load is directly over the unloading place, tilt and elevate load forward.
- (b) Working Clearance - Check overhead room when stacking materials near heaters, electrical wiring, pipes or other equipment.

4. Fueling the Tanks.

- (a) Engine stopped.
- (b) Spillage of oil or fuel washed away.
- (c) Fuel cap replaced before restarting the engine.
- (d) Avoid spillage.

5. Take Out of Service for Repairs.

- (a) Leak in the fuel system.
- (b) Any vehicle that emits hazardous sparks or flames from the exhaust system.
- (c) Any vehicle where the temperature is in excess of the normal operating temperature.
- (d) Any defective or unsafe operating condition.

**OPERATOR'S DAILY REPORT**  
**Engine-Powered Lift Trucks**

Truck No. \_\_\_\_\_ Make \_\_\_\_\_ Date \_\_\_\_\_ Shift \_\_\_\_\_

Hour Meter Reading: Start \_\_\_\_\_ End \_\_\_\_\_ Hours for Shift \_\_\_\_\_

CHECK EACH ITEM If OK write OK	SHIFT			Explain below if not OK or any other action taken
	Start	During	End	
1. Fuel level				
2. Oil level and pressure				
3. Water level and fan belt				
4. Brakes - service and parking				
5. Lights - head, tail and warning				
6. Horn				
7. Hour meter and gauges				
8. Steering				
9. Tires				
10. Hydraulic controls				
11. Other conditions				

Remarks and additional explanation or suggestions \_\_\_\_\_

\_\_\_\_\_

Operator's Signature \_\_\_\_\_

OPERATING ERRORS OF LIFT TRUCK OPERATORS

- \_\_\_1. Started jerkily, overcautious, unfamiliar with controls.
- \_\_\_2. Did not give proper signals when turning.
- \_\_\_3. Did not slow down at intersections.
- \_\_\_4. Did not sound horn at intersections.
- \_\_\_5. Did not obey signs.
- \_\_\_6. Did not look where he was going.
- \_\_\_7. Made too wide a turn on corners.
- \_\_\_8. Cut corners too sharply.
- \_\_\_9. Drove recklessly.
- \_\_\_10. Approached load improperly.
- \_\_\_11. Lifted load improperly.
- \_\_\_12. Maneuvered unnecessarily.
- \_\_\_13. Traveled with load too high.
- \_\_\_14. Lowered load too fast.
- \_\_\_15. Stopped too suddenly.
- \_\_\_16. Load not balanced properly.
- \_\_\_17. Forks not under load all the way.
- \_\_\_18. Struck pallet or floor with fork while loading.
- \_\_\_19. Failed to check bridge plates.
- \_\_\_20. Did not place load within marked area.
- \_\_\_21. Did not drive backward when required.
- \_\_\_22. Number of pallets displaced (or lines crossed).
- \_\_\_23. Number of unnecessary stops made.
- \_\_\_24. Did not follow instructions.
- \_\_\_25. Did not complete problem.

# UNSAFE ACTS

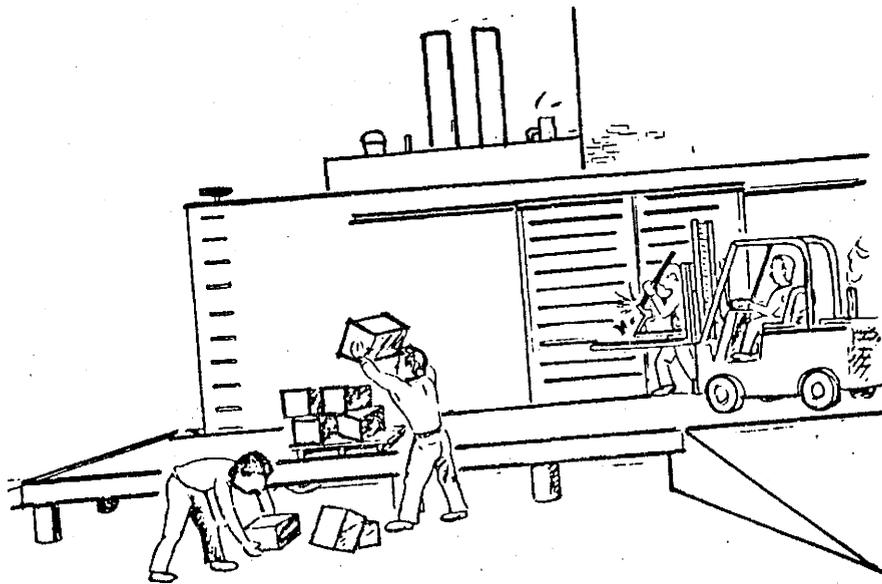


FIGURE A

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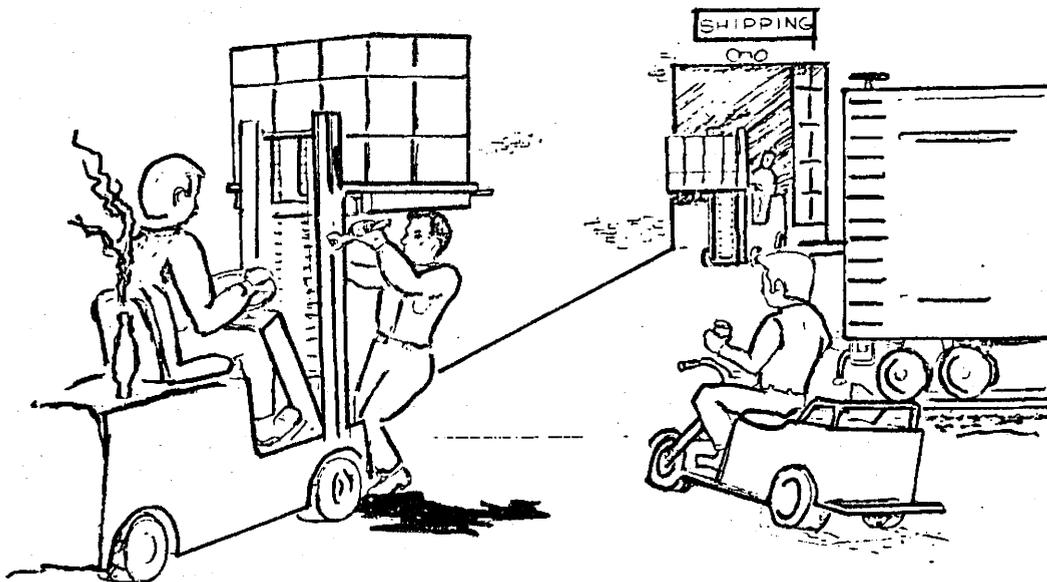


FIG. B

# UNSAFE ACTS

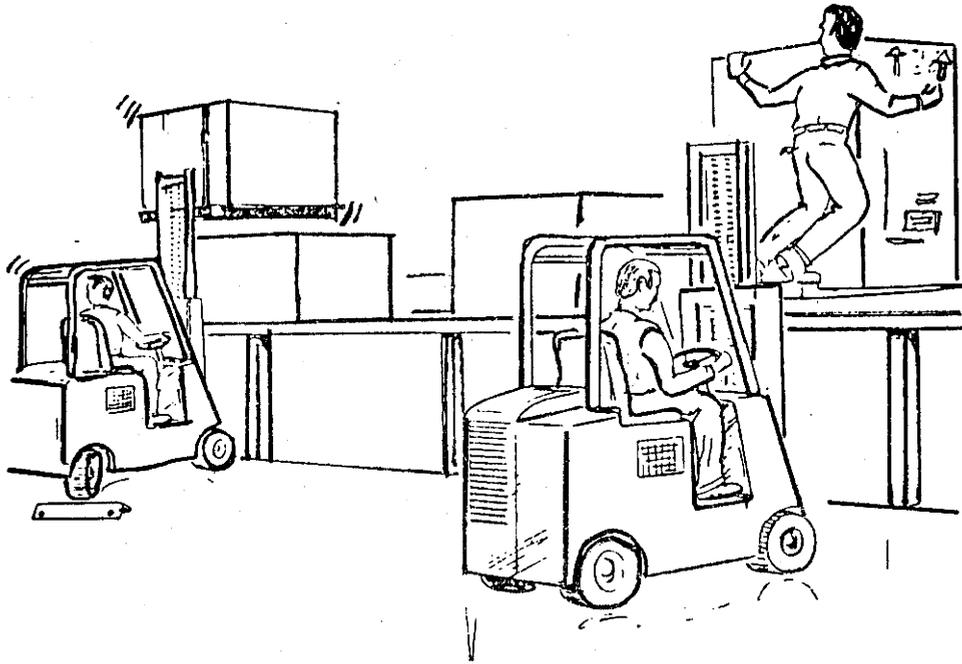


FIG. C

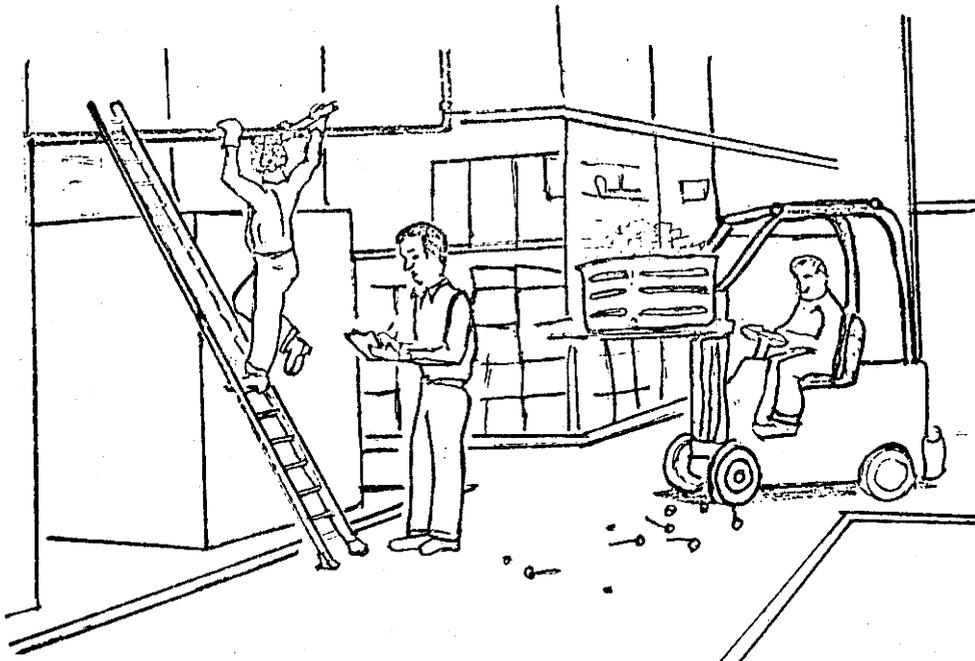


FIG. D

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