



Safety by Design

Weekly Safety Meeting

Company Name	Project Name	Supervisor	Date

FORKLIFTS

The modern forklift is an amazing piece of machinery. It weighs more than a car or light truck, extremely powerful, uses rear wheel steering, turns in tighter circles than most vehicles and is often less than 4' wide.

Most common forklift accidents are caused by:

- A person or object is struck by the forklift
- Stock is shoved into or falls upon another person or falls upon the forklift operator
- The operator is injured getting on and off the forklift
- Forklifts collide with another forklift or plant vehicle
- Excessive traveling speed
- Loading dock accidents where the unit falls off the dock or tips over
- Injuries to operators where a part of the body is outside the forklift and is struck by passing objects
- The forklift tips over because the rated capacity is exceeded, or the load is handled improperly

Conducting a pre-operational inspection is a very important part of the daily process. Obtain an inspection sheet and inspect for the following:

- | | | |
|-------------------------|-----------------------|------------------------|
| • Brakes | Steering | Fluid levels and leaks |
| • Horn and other alarms | Warning lights | Gauges |
| • Mast operation | Tires | Oil pressure |
| • Fan belt | Battery connection | Wires |
| • Fire extinguisher | Exhaust system | Hydraulic system |
| • Hoses | fork adjustment | Load limits |
| • Clutch | Shift linkage & gears | Safety devices |

During the inspection any problems encountered with the equipment should be noted on the inspection form and maintenance notified so the repairs can be made. Never drive a forklift that is in need of repair.

Mounting and dismounting a forklift is the leading cause of injury. The proper way to mount and dismount a forklift is as follows:

- Face the vehicle, never jump off
- Use a three point stance
- Wear proper shoes (oil resistant and non-slippery)
- Wear proper clothing (very loose clothes may catch on parts)

Two safety aspects when traveling are speed and the height of the load. Keep in mind that you are operating a lift truck, not a racer or jetfighter. In case of an accident, you don't have an ejection seat. Remember to start and stop smoothly, and keep your speed down. Other points to follow when traveling are as follows:

- Pedestrians have the right-of-way so watch aisles and doorways
- Look in the direction of travel
- Forks should be 2 – 4 inches high. So watch for floor clearance
- Mast should be angled slightly back
- Slow down and sound horn when approaching blind corners and aisles
- Avoid running into racks or stock
- Do not lift or lower a load when traveling
- Go down an incline in reverse and up and incline going forward
- Use caution when going around curves and corners. Too fast and the forklift's center of gravity is shifted and can cause a tip over
- Watch for overhead obstacles (doorways, lights, pipes)
- Gradual starts and stops
- No riders
- Be aware of slippery floors and floors with bumps or holes
- Safe following distance relative to speed should be maintained between forklifts (at least 3 lengths)
- Be familiar with the surroundings
- Hands and legs inside the compartment when traveling
- Check floor of vehicles at a blind spot or aisle
- Drive in reverse if forward vision is obstructed

Forklift

This Toolbox Meeting is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards.



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ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
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Forklift

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