



# Toolbox Talk

## Forklift Safety: General Operating Rules

Operating a forklift takes skill and knowledge. The forklift operator and those around the operator must treat the forklift with proper respect. Using safe practices, such as those listed below, will minimize the potential for accidents and injuries, as well as make your workplace safer.

### Pre-Trip Inspection

Check the following for proper condition and correct all deficiencies:

- ✓ Engine oil and other fluid levels
- ✓ Tire pressure
- ✓ Steering & hydraulic controls
- ✓ Warning devices
- ✓ Service and parking brakes
- ✓ Battery level
- ✓ Fluid leaks
- ✓ Gauges and instruments
- ✓ Cable connections
- ✓ Fuel level and propane tank connections
- ✓ Tank securing devices
- ✓ Lights
- ✓ Seat belts

### General Safety Rules

Follow these safety rules each time a forklift is operated:

- Authorized operators only
- Be aware of people and other vehicles
- Always check the front and rear before starting
- Be cautious on turns and stop at blind corners
- No riders
- Sound horn when approaching
- No stunt driving, speeding or horseplay
- Do not operate forklift with wet or greasy hands
- Don't stand under raised forks
- Drive with the load upgrade
- Keep your body within the forklift and fasten seat belts
- Use proper and approved platforms when lifting personnel
- Never walk between forks and any object



- Be cautious of overhead obstructions
- Maintain good vision of the area

### **Loading and Unloading**

- Forklifts behave differently when carrying a load so remember:
- Do not overload the forklift
- Raise the load only enough to prevent dragging
- Approach the load slowly and carefully
- Position the mast vertically over the unloading spot
- Keep the mast in vertical position
- Lower the load and reverse slowly, watch for rear swing
- Space forks to distribute weight evenly; don't drag the forks
- Approach load and drop-off area at right angles
- After properly loaded, tilt mast back to stabilize the load
- When unloading trailers, chock wheels, set brakes and use jacks

### **Parking and Refueling**

- Be cautious about unattended forklifts and potential fire hazards:
- Place forks on the floor when refueling
- Set controls to "neutral" and turn engine off
- Set the brakes
- Remove the key
- Do not overfill tanks
- Replace the cap and clean spilled fuel
- Wear required PPE
- Get proper authorization and training

