

## SAFE WORK PRACTICE – FORKLIFTS

### PURPOSE & SCOPE

To establish a policy for safe forklift operations, inspections, and training that will minimize the risk of worker injury or damage to equipment and the environment. This procedure applies to all Newtz employees and contractors at all Newtz facilities.

### PREREQUISITES

#### **Operators:**

- Forklifts will be operated only by designated trained and competent personnel, trainees under their direct supervision, or qualified maintenance, test or inspection personnel.
- Before operation, the operator:
  - must have documentation of training or competency for the type of forklift being operated. General industry forklift training is recommended for operators and assistants (10H).
  - must be familiar with the operator's handbook.
- The operator is responsible for those operations under his direct control. Whenever there is any doubt as to safety, the operator has the authority to stop operation until safety has been assured.
- Operators and assistants should have normal depth perception, field of vision, reaction time, manual dexterity, coordination, and no tendencies to dizziness or similar undesirable characteristics. When physically or mentally unfit, an operator shall not engage in the operation of equipment.

#### **Equipment:**

- Forklifts must be inspected prior to each use to ensure there is no obvious physical damage.
- Complete inspections of the forklift shall be performed annually.
- Inspection reports shall be signed and dated.

### BEFORE USE

- Visually inspect the forklift and its attachment to ensure it is in good operating condition. The supervisor must act on the deficiencies noted to ensure repairs are made.
- Assess the weight distribution of the load and identify limitations of the structures where the load is to be placed.
- Assess the destination to ensure the load will not block access to fire extinguishers, exits, stairways, eye wash stations, emergency shutoff switches, first aid kits, etc.

### DIRECTIVES

- Fasten seat belt or other restraining devices before operation.
- Ensure that the load is within the rated capacity for the forklift.
- Engage at least two-thirds of the load length to be lifted and centres load evenly on forks.
- Do not drag the forks when inserting or withdrawing them from a load.
- Ensure the load is secure and balanced before lifting and that no unsecured articles are lying on top of the load.
- Do not raise or lower loads while forklift is in motion.

- Always face the direction of travel. Ensure clear visibility in the intended direction of travel, if visibility is restricted by the load, drive the forklift in reverse to have another worker guide.
- Allow enough room for turns, doing so at a low speed and ensuring no personnel are within the forklift's danger zone.
- Drive at an appropriate speed, taking into consideration the type of device, the load, the pedestrian traffic along the travel route, any obstructions and the condition of the driving surface.
- Keep all parts of the body inside the operator's compartment when operating.
- Keep the load-engaging means or the load itself low (usually within 10 cm of the floor/surface and tilted backward).
- Keep a safe operating distance from other lifting devices, pedestrians, structures, and machinery.
- On uneven terrain:
  - Verify that the incline does not exceed the maximum permissible slope.
  - When not carrying a load, travel forward down an incline and travel in reverse up an incline.
  - When carrying a load, travel in reverse down an incline and travel forward up an incline.
  - Ensures that there is enough clearance for the forklift and load prior to travel.
  - Do not turn the forklift around on a ramp or incline
  - Drive at an appropriate speed taking into consideration the effects of the slope of the driving surface on the forklift and load security.
  - Approach the grade straight on, not on an angle.
- For shutdown, bring the forklift to a complete stop, set the parking brake and return transmission/directional control lever to neutral. Lower forks to the ground and tilt them forward. Shut down and turn off the power supply. Chock wheels if there is a risk of the forklift moving.

REVIEW: [Occupational Health and Safety Code](#): : Part 1 Section 7, Part 19 Sections 256, 257, 269, 283,284