



# Forklift Safety

Office of Human Resources

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# Forklift Safety Procedure

## Authorized Employees

Only employees who have successfully completed the Safe Forklift Operator training course may operate the college forklift. This training is scheduled and conducted by an authorized instructor through the North Carolina Department of Transportation. Authorized employees will be given specific instruction for the forklift owned and operated by the college.

## Pre-operational Inspection

Authorized employees will conduct an inspection of the forklift prior to operating the equipment. This inspection shall include checking fluid levels, pressures, leaks, tire condition, horns/alarms, mast/forks, controls/gauges, and safety equipment. Never operate equipment that is unsafe.

## Safety Equipment

Authorized employee will wear safety belt when operating the forklift. Alarms and safety equipment shall not be disabled or bypassed.

## Operation

Never allow passengers to ride on the forklift. Never use the lift or forks to raise or lift an employee(s) unless approved work platform with fall protection is used. Never raise the load in an attempt to see under the load. The use of forklifts outdoors is dangerous and can present hazards not found in a warehouse. Be aware of changing terrain, bumps, or seams that may cause the load to shift.

Always drive up and back down ramps and steep inclines when carrying a load. Keep speeds low and avoid sudden braking. Always check behind and to both sides before backing up.

## Picking Up a Load

Make sure the load does not exceed the capacity of your forklift. Position the forks and drive into the load as far as possible. Make sure the load is balanced and secure. Check for overhead obstructions. Tilt the load back slightly and lift to proper height (usually two to four inches from the floor.) Never allow anyone to stand or move under the load while raised to be placed. Stop the forklift completely before raising a load to be placed.

## Procedure for Re-fueling Fork Truck

1. Lower forks
2. Set parking brake
3. Turn off ignition
4. Remove propane tank from truck
5. Connect hose from propane storage tank to truck tank
6. Open valve on truck tank
7. Open valve on storage tank
8. Open bleeder valve on truck tank to release pressure
9. When tank is full, propane will be emitted from bleeder valve
10. Close bleeder valve
11. Close storage tank valve
12. Close truck tank valve
13. Bleed pressure from storage tank hose and remove from truck tank
14. Re-install truck tank on truck
15. Connect truck fuel hose to tank
16. Open valve and crank engine