

Safe Work Procedure Lifting Traps

Must be reviewed signed and dated by Manager. The JOSH committee or Safety Representative and applicable employees shall review and make necessary changes before the SWP is used to train employees

Potential Hazards:	Training:
<ul style="list-style-type: none"> • Overturning • Ergonomic Issues • Pinch points • Material falling • Moving machinery • Weather conditions • Possible crush injury to operator and pedestrians 	<ul style="list-style-type: none"> • Forklift Operator Certification • Employee Safety Orientation
Personal Protective Equipment	
<ul style="list-style-type: none"> • Protective Clothing; Gloves/Steel toe Boots • Keep workspace tidy • Lifesaving equipment shall be readily available • Working alone is prohibited. At least one other person must be close by to observe the work and be capable of initiating an emergency rescue if needed. 	
Steps to complete the task safely:	
<p>Operating forklifts should only be done by persons who have been trained properly and contain a license to operate the equipment.</p> <ol style="list-style-type: none"> 1. Review the manufacturer's instructions and understand the limitations of the forklift 2. Perform pre-use forklift inspection (visual and operation inspection), 3. If the forklift is deemed to be unsafe or in need of repair, then report failures to your supervisor, and the forklift shall be "tagged out of service." 4. Ensure that the area of operation is free and clear of debris and no obstructions are present, 5. Enter the forklift by maintaining a 3-point contact , 6. Fasten your seatbelt (Must be worn at all times), 7. Drive according to the conditions around you. (E.g., Slippery Conditions), 8. Obey the posted speed limit and come to a complete stop at all intersection, 9. Always drive in the forklift designated areas - keep a safe distance from docks edge, 10. Switch off the forklift when fueling, 11. Ensure that the load is secure before picking it up, both forks shall be fully under the load, 12. Do not attempt to move loads that exceed the manufacturers recommended weight limit, 13. When approaching your intended load, reduce speed to ensure forks are correctly positioned, 14. Brakes shall be set while loading or unloading, 15. Raise the load to the proper amount to maintain proper balance, 16. Reduce speed while driving with a load, avoid harsh breaking, 17. When preparing to drop off a load, ensure the area is clear and level, 18. Lower load in a slow and controlled manner until it is firmly on the ground 19. Back away from the load slowly, 20. Be sure not to block any aisles, doorways or emergency equipment, 21. Lower forks to rest on the ground when not in operation, 22. Turn the forklift off, and set breaks, 	

23. Unbuckle and carefully dismount from forklift.

Do Not!

- ✗ Do not carry hazardous substances and or materials in the area of the driver.
- ✗ Do not use engine-powered forklifts in poorly ventilated areas.
- ✗ Do not allow riders on the forklift.
- ✗ Do not lift others with forklift
- ✗ Do not raise or lower loads while moving.
- ✗ Do not allow anybody to stand or walk under the load or forklift machinery.
- ✗ Do not use a forklift for opening or closing freight doors.
- ✗ Do not carry anything on the overhead guard.
- ✗ Do not cell phone phones while operating a forklift.

Do!

- ✓ Take corners, and any turns slowly to minimize the risk of tipping.
- ✓ Use all observation mirrors.
- ✓ Yield right if the way to pedestrians and emergency vehicles.
- ✓ Use a helper if visibility is poor and you need assistance