

## FORKLIFT TRAINING

The forklift operator will display a professional attitude and will demonstrate the following skills:

1. Respect for personal safety.

Exemption from the use of seat belts has been granted subject to the following provisions:

- The forklift is operated on firm level clean ground.
  - The operation of forklifts is limited to established travel paths.
  - Travel speeds are limited to <9 kph ( 5.4 mph )
  - Convex mirrors will be installed on all corners to enhance visibility.
  - Capacity of the forklift is limited to 75% of the maximum rated capacity of the forklift.
  - Only competent workers will be allowed to operate the forklift, in accordance with the Provincial Code of Practice.
  - The occupational health committee reviews the request for variance on an annual basis and if needed re-apply.
2. Regard for safety of others.
  3. Obey safety procedures at all times.
  4. Maintain the quality of the equipment he operates.
  5. Maintain the quality of the handled materials.
  6. Demonstrate excellent work habits, efficiency, and reliability.
  7. Demonstrate respect for facilities and property.

### Introduction:

Whether you are a new or experienced forklift operator, you can always improve your skills. This course is designed to reinforce the many excellent habits our forklift operators now demonstrate, plus correct any habits which may not ensure the safety of the operator, other staff members, equipment, materials and facility.

It is wise to consider safety as top priority in any job you do. We depend on each other to be safety conscious wherever we work. Consider this as you spend time learning about safety and forklifts. (Refer to the PIMA Forklift training manual)

### Summary - Common Sense

Here are some notes particular to the way (Company) runs things:

1. Each forklift has a "Service Due" sticker. As an operator, you are responsible for getting the forklift to the shop as indicated. Service is scheduled every 175 hours, and normally takes 2 hours.
2. As an operator, you are the link between parts in the yard or department area, and the workers inside the plant. Efficiency is key here. Take some time before your shift begins to make a plan. As you become more experienced, you will be able to predict the needs of your area, and work ahead of the crew(s) you supply. When you take a load out of the area, think ahead and return with something. This is what the experienced operator does.
3. When operating a forklift with automatic transmission, the brake pedals should be handled with our left foot. The left brake pedal disengages the transmission, enabling the operator to increase engine RPM's to add more power for lifting loads.
4. When fueling up, be sure your machine gets the right fuel: Gasoline or Diesel. Be sure to fuel up regularly. It takes a while to restart a diesel engine that has run out of fuel.
5. The speed limit is determined by the safe speed a forklift can travel without posing any danger to himself, other employees, the load and the forklift. Each operator determines a safe operating speed based on these and other factors in consultation with his supervisor.
6. The PosiTrac (differential lock) pedal is a real asset in the winter months. Locate it and use it on icy patches.
7. When traveling in and out of the building, be absolutely sure that the overhead door is out of the way. The few seconds extra is nothing compared to a door jammed open for two hours. Ask the production employee whose workstation is near it!
8. Make sure you know what you are carrying. Check to see if barrels are full or empty, and that you take them to the right area. (Company) has an empty barrel storage area, and full or part full barrels should never be taken there. Barrels with liquids in them should be stored on containment skids.
9. Do not lift barrels by squeezing them with the forks. Barrels can be cracked or punctured when lifted this way. Use a barrel carrier, or put the barrel on a pallet.
10. Be careful not to damage baskets, pallets and crates by spreading the forks too far. A damaged basket can cause an unsafe condition when it is stacked.
11. When changing tanks on propane powered forklifts, always close the tank valve on the empty tank to ensure zero leakage. Always follow the procedures in the 'Propane Tank Changing and Handling' procedure.

**NOTE: When stacking baskets, be sure to keep the HEAVIEST baskets to the BOTTOM of the stack to keep the load stable. To avoid an unstable stack of baskets, a height limit has been implemented as follows:**

<b>6 – 1/8 baskets</b>	<b>10 – 1/4 baskets</b>
<b>6 – 1/2 baskets</b>	<b>4 – full basket</b>

***The height of these stacks or any combination of baskets stacked together shall not exceed 10'6". The warehouse and parts building may stack their baskets higher since the basket sizes are larger, more stable and not required to be moved as often.***

**(Company) believes you have the right attitude and skills to be a successful forklift operator. You would not be on the machine if this were not true. No one but you can operate your forklift as efficiently. So remember to make your priorities safety, quality, and productivity.**

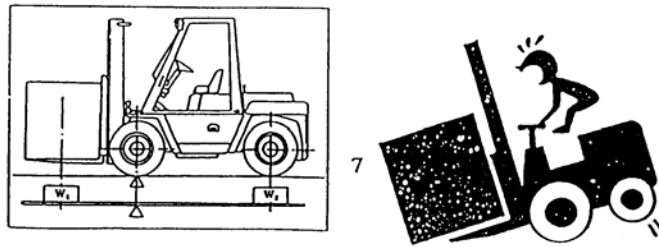


Figure 1 - grph384

**Review: Safe Driving Rules Quiz**

**True or False - Write your reason for stating False below the question.**

- \_\_\_\_\_ 1. Only trained and authorized drivers should operate forklift trucks.
- \_\_\_\_\_ 2. Check the condition of the forklift only at the midpoint of the day.
- \_\_\_\_\_ 3. Never report problems or defects to your supervisor.
- \_\_\_\_\_ 4. Always stay within the load limit of your forklift.
- \_\_\_\_\_ 5. Watch for pedestrians around corners and aisle ways.
- \_\_\_\_\_ 6. Set the forks to their minimum width before loading.
- \_\_\_\_\_ 7. Watch for loose or unstable loads.
- \_\_\_\_\_ 8. Position loads anywhere on the forks as long as it does not tip off when you lift.

