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| Revision #:  Written by: | Date: Month DD, YYYY  Approved by: |

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| **RELATED DOCUMENTS:** | Powered Mobile Equipment Safe Work Practice  Forklift Pre-Operation Inspection Form  Refueling Procedure |
| **WHEN TO USE THIS SWP:** | The following safe work practice must be followed by all those working with the forklift. |
| **HAZARDS & RISKS:** | * Overturning * Bystander run over * Collisions |
| **PERSONAL PROTECTIVE EQUIPMENT:** | * Steel-toe footwear * Ear protection |
| **TRAINING REQUIREMENTS:** | * Forklift operator training |
| **COMMUNICATION PROCESS:** | When using a signaler, both signaler and operator must be aware of the hand signals to be used. |
| **EQUIPMENT & SUPPLIES:** | * First aid kit (if used outside a building) * Fire extinguisher |
| **PROCEDURE/PRACTICE:**   1. Read the operator’s manual and familiarize yourself with the caution decals and symbols prior to operating the forklift. 2. Know the rated load of the forklift and do not exceed it. 3. Perform a pre-operational check according to the Forklift Pre-Operation Inspection Form. 4. Do not carry hazardous material in the area of the operator. 5. Do not use gasoline, diesel or propane forklifts in poorly ventilated areas. 6. When working indoors, know ceiling clearance and overhead obstructions. 7. Do not allow riders on the forklift. 8. Do not use the forklift to lift others unless you use attachments specifically designed to lift workers. 9. Always wear a seatbelt while driving a forklift. 10. Always be on the lookout for pedestrians. Communicate with pedestrians before operating. 11. When the operator of the forklift does not have an adequate view of the load, of the route to be taken or is not able to see around the equipment to ensure no one is exposed to the hazard of the equipment, a signaler must be present.     1. The signaler must be readily identifiable to the driver.     2. Direct the movement of the load or forklift by hand signals. 12. Ensure that the lifting tines are secure into the pallet and the load is stable before lifting or driving. 13. Always position loads evenly on the forks for proper balance. 14. Always put the heavy end of the load against the load backrest. 15. Always lift with the load placed squarely on the forks, with the mast vertical or tilted slightly back. Lift the load smoothly, avoiding sudden jerks. 16. Carry the load as low as possible for improved balance and good view. 17. Never lift or lower loads while traveling. 18. Slow down at cross aisles, sharp curves, ramps, dips, blind corners or on wet, slippery or rough floors. 19. Observe speed limits and ensure you can make a safe stop at any time. Avoid harsh breaking, especially when carrying a load. 20. Do not attempt to turn on an incline or sloping surface. 21. Do not allow anyone to walk under the elevated forks. 22. Always drive in reverse when you are carrying a load down a ramp or incline keeping the mast vertical or tilted back. 23. On gradients:     1. When driving with a load, ensure that the load leads. Tilt the mast back sufficiently to safeguard the load and raise the forks so they clear the ground.     2. When driving with no load, ensure that the forks lead. 24. When unloading trucks or trailers, the brakes on the vehicle must be set (locked) and the wheels chocked. 25. Exercise extreme caution when raising the forks near power lines. 26. Never use the forklift as a towing or pushing device, unless appropriate attachments are fitted. 27. Never attach a tow rope to the mast to pull or drag loads. 28. Unless of an authorized design, fork extensions should not be fitted. 29. Do not drive a forklift:     1. across railway lines, unless the lines are recessed into the surface     2. over a dock board or bridge plate, unless it is securely fixed and can support the total weight. 30. When leaving equipment unattended:     1. Park it on level ground whenever possible.     2. Set the parking brake.     3. Lower the forks and tilt slightly forward so that forks are level to the ground.     4. Disengage the master clutch, where applicable.     5. Shut off the forklift and remove key. 31. Use the Refueling Procedure to refuel the forklift. | |
| **EMERGENCY PROCEDURES:** | In case of emergency, contact 911 and your supervisor immediately. Remove yourself from harm’s way and ensure no one else is at risk. |