

Safety instruction for working with a forklift.

Greenpack

Summary

The driver

Caution

Be careful during your work and don't put yourself and others in danger. This is an obligation
Use your common sense.

Always work according to the safety procedures.

Machines

Only use machines as intended. Read the manual and use the protections.

Unsafe situations

Prevent accidents and report unsafe situations to your supervisor.

Violation of the law

If the employer or the employees do not live up to the obligations of the Working Conditions Act, it can have legal consequences.

It is not allowed for a driver to be under the influence of alcohol, medicines or drugs.

The forklift

Safety equipment

Forklifts are equipped with a number of facilities to protect the driver and his surroundings.



Safety hood

Protects the driver against falling load.



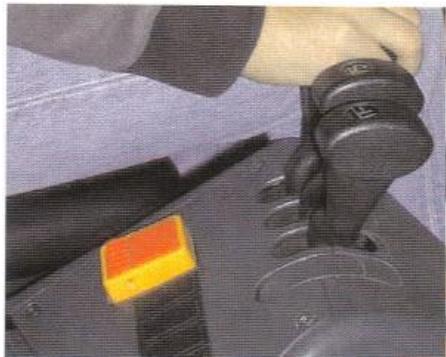
Safety belt.

A safety belt protects the driver when the forklift makes an overturn. It is an obligation to wear the safety belt.



Protection bar

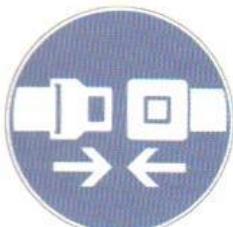
A protection bar protects the driver when the forklift makes an overturn



Kill switch, safety switch or main emergency switch

In case of emergency, the supply of electricity will be switched off by pressing the button.

Warning labels



Wearing of safety belt is an obligation



First read the manual



Do not walk underneath
A lifted fork



Do not lift persons or
let them drive along



Avoid pinching of limbs



General danger sign

Verification and maintenance

Before using a forklift, make sure it is in order. It is legally obligated to check the safety of forklifts daily and have it maintained on a regular base

Daily check (check before use)

CHECKLIST

Before using the forklift, check the following:

Around the forklift

- Damage to the lifting system (mast, chain, fork)
- Tyre pressure
- Damage to tyres and rim
- General damage
- Proper and secure attachment of the load rack and safety hood
- Gas tank (positioning, attachment, gas tube, connections and gas shut off valve)

Under the hood

- Motor oil, brake fluid, coolant, starter battery and air filter
- Locking and the condition of the battery, cables and plugs

On the forklift

- Adjust seat and steering wheel
- Test the safety belt
- Check if the adjustment valves bounce back
- Check the control instruments
- Check the sliding of the mast: chains, lubrication cylinders, oil levels, maximum pressure and overflow valve
- Check the lowering of the mast: pressure of the brake pedal, lights, margins in the steering wheel, claxon, screen wipers, etc.
- Tilt the mast forward and backward, try sideshift and in case of a reachtruck try reaching.
- Lift the fork to eye level: step out of the forklift and see if there is any difference in height between the two forks, check for tears in the metal of the forks, check the width of the forks, check the surety nipples and excessive abrasion
- Check the workings of the kill switch and/or safety switch in the chair
- Check the parking brake (try driving with the parking brake activated)

driving off

- Test the brakes
- Turn around to see if the forklift is leaking

Working with the forklift

Anyone who deals with loading and unloading, transporting and storage of goods must comply with the Health and Safety Act and the company rules.

Driving

This section focuses on driving the forklift and things you should be aware of while you are driving

Points of attention:

- Without load the fork must be horizontal and 10 cm above the floor;
- With load, tilt the fork backwards;
- Keep the load 10 cm above the floor;
- With a reachtruck always reach in as soon as possible;
- With a reachtruck always reach out as late as possible;
- Always drive a reachtruck with the mast reached in;
- Adjust direction and speed to the load;
- Always drive forwards while driving up a slope and backwards while driving down a slope;
- Never stack or turn on a slope;
- Take notice of the capacity of the floor;
- Adjust speed while turning and on wet floors;
- Drive backwards with high loads
- Do not steer while standing still;
- Adjust the driving style to the stability of the load;
- Keep enough distance;
- It is prohibited to lift up people and to let people drive along on the forklift ;
- Do not park in front of an emergency exit,, fire extinguisher or first aid posts;
- Always park the forklift in the correct way with the parking brake activated.

Handling of the load

A forklift driver has to make sure that the goods are delivered on time, undamaged and at the right place

Points of attention:

- Overloading the truck is not allowed.;
- Adding extra counterweight is strictly prohibited;
- Always pick up the load in the middle;
- Pick up the load as far onto the forks as possible;
- Lift as late as possible when you're stacking;
- Never lift before a turn;
- Lower the load as soon as possible;
- Always keep the center of gravity in the middle of the forks;
- Always pick up the load horizontally;
- Adjust the position of the fork to the position of the load;
- Do not drive with an unstable load;
- Stabilize loads with the right tools;
- If necessary, use shrink foil, stretch film, strap or tape