

POWERED INDUSTRIAL VEHICLES



□ Ensuring load stability prevents tip over's:

- When picking up loads, place forks under loads as far as possible and adjust forks to widest possible distance.
- Ensure loads are neatly stacked, stable, and secure with heaviest loads against back of forks.
- Never exceed maximum load capacity for rated load center
- When driving with a load, drive with forks as low as possible and load tilted back
- Be aware of how shifts in the load center affect center of gravity
- When using attachments, operate as if partially loaded

□ Keep safe by following the rules of the road:

- Obey posted traffic signs
- Decrease speed at all corners and sound horn
- Use your seatbelt and keep hands and feet inside of truck while driving
- Be on the lookout for pedestrians and overhead obstructions
- If view is blocked, travel in reverse
- Never allow passengers to ride forklift
- Do not stand or pass under forks when raised
- Maintain three truck length distance when following other trucks
- When parking, set forks flat on the floor, place controls in neutral, shut off engine, and set brakes
- Never block emergency areas

□ Special situations require extra caution:

- *Inclines:* If truck is empty, drive in reverse up the incline and drive in forward down the incline; if truck is load, drive in forward up the incline and in reverse down the decline
- *Problem surfaces:* Take extra care to identify and avoid oil spots, wet spots, loose objects, holes and bumps, ice, mud, gravel, sand and soft dirt
- *Railroad tracks:* Cross on a diagonal and never park truck within 8 feet of railway tracks
- *Loading docks:* Be aware of dock edges and make sure dock plates are securely fastened
- *Trailers:* Chock trailer/truck wheels, inspect interiors and make sure load can be supported

□ Tips for Inspection:

- Perform visual circle check before getting in vehicle, looking for problems with hydraulics, uprights, tires/wheels, forks, attachments, and leaks
- Once in seat, look for problems with brakes, steering, engine, fluid levels, lights, horn, controls, hour meter, and battery
- Fill out daily inspection report
- If forklifts fail to pass inspection, take out of service and report all problems to supervisor or maintenance personnel

□ When refueling or recharging:

- Park only in designated recharging/refueling areas
- Ensure adequate ventilation and use proper personal protective equipment as needed
- No smoking, open flames, sparks or electric arcs in areas, but have fire extinguisher nearby
- Always check lines and hoses for leaks
- Clean up any spilled material (gasoline diesel fuel, or battery acid)