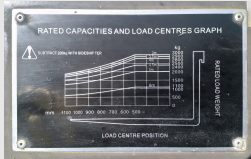


DATE: 10/7/2022

TOOLBOX TALK

# Forklift Safety



Know the limits of the forklifts you have been trained on. Check the owner's manual for more information.



Forklifts are not aerial lifts. Do not use them to lift people.

## FACILITIES MANAGEMENT SAFETY & RISK

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## Handling The Load

### Preparation

- Secure the load so it is safely arranged and stable.
- Do not carry damaged merchandise unless it has been secured by wrapping or banding.
- Center the load as well as possible.
- Use caution when handling off-center loads that cannot be centered.
- Distribute the heaviest part of the load nearest the front wheels of the forklift.
- Do not overload. Know the stated capacity of your forklift and do not exceed it. Only by staying within the weight limit can you operate the forklift safely.
- A forklift's capacity is rated for a specified load center. If the load is off-center, improperly distributed, or oversized, it may exceed capacity and unbalance the forklift.
- Use the load extension backrest.

### Approaching the Load

- Approach the load slowly and carefully, stopping 8 to 12 inches in front of the load.
- Place the truck squarely in front of the load with the forks at the correct height.
- Set the direction control to neutral.
- Do not raise or lower the forks unless the forklift is stopped and the brake is set.

### Fork Position

- Level the forks before inserting them into the pallet.
- The forks must be placed under the load as far as possible.
- Slide the forks into the pallet until they are fully under the load. The forks should be at least two-thirds the length of the load.
- Be careful that the forks do not go through to the other side where pallets are closely stacked.
- Center the weight of the load between the forks. Adjust the forks to distribute the weight evenly.
- Tilt the mast back carefully to stabilize the load.

### Lifting the Load

- Check that there is adequate overhead clearance before raising the load.
- Make sure there is sufficient headroom under overhead installations, lights, pipes, etc.
- Carefully lift the load up above the lower stack about 4 inches.
- Lift the load and then tilt the mast back slightly to rest the load against the backrest extension.
- Ensure that the load does not catch on any obstructions.
- Slowly return the lift control lever to the neutral position.

### Group Discussion Topics

Is your forklift in good condition? (i.e. tires, hydraulic lines, signage, etc.).  
What are some of the forklift hazards specific to your workplace?