

# Important Things For You to Remember About...



## Powered Industrial Truck Safety

- ONLY TRAINED DRIVERS ARE AUTHORIZED TO OPERATE EQUIPMENT.
- RIDERS ARE NEVER ALLOWED.
- YOU MUST FOLLOW ALL SAFETY RULES AND REPORT ALL ACCIDENTS OR DAMAGE IMMEDIATELY.

### *Pre-trip Inspection*

- You must complete a formal, documented safety inspection *before* operating the vehicle for the first time on each shift. This includes:
  - Horn/warning devices
  - ID plate
  - Brakes
  - Fluid leaks
  - Fluid levels
  - Fuel system
  - Wheels/tires
  - Operational test
  - Overhead guard
  - Load backrest
  - Proper classification
- If you are using the truck after the pre-shift inspection, you still must do a basic, undocumented inspection to be sure that there are no safety problems.
- NEVER OPERATE A TRUCK THAT IS DAMAGED OR DEFECTIVE. TAKE THE TRUCK OUT OF SERVICE AND REPORT IT TO YOUR SUPERVISOR.
- Check to be sure that trailers are chocked and that trailer floors are safe before entering. Landing gear/jack stands must be capable of supporting the load plus the truck. Be sure that the truck driver does not drive away until you are out of the trailer/truck.

### *Operating Guidelines*

Powered industrial trucks handle differently than cars—they are much heavier, have poor suspension and reduced driver visibility, and are rear steer. Safe operating procedures include:

- Look the direction that you are traveling, drive for conditions and yield to pedestrians.
- Keep all body parts within the operating compartment and wear your seat belt. If the truck tips, hug the steering wheel and ride it out!
- Obey all facility traffic rules and signs.
- Never drive a truck up to a person standing in front of a fixed object.
- Enter elevators and other confined areas with the load-engagement end of the truck first.
- Drive with the “center of gravity” in mind:
  - check that your load is stable
  - control your speed; slow down when turning, going up or down ramps or going over rough terrain
- - keep the load as close to the ground as possible (4” maximum)
- - do not raise the load while you are moving
- If the load obstructs your field of vision you must drive in reverse.
- Know the maximum lifting capacity of your truck and the weight of the material you are lifting — *never exceed the rating!*
- Cross railroad tracks diagonally; never park closer than 8 feet from the center of railroad tracks.
- Sound your horn and slow down or stop at all cross aisles and intersections — never proceed until you know it is safe to do so.
- Never reach through or into the mast area.
- Always maintain a safe distance from the edge of ramps or platforms.
- When traveling on an incline, always ascend or descend slowly:
  - a loaded truck should always have the load uphill

- an unloaded truck should always have the forks downhill
- Always keep at least three truck lengths between trucks.

### ***Lifting and Placing Loads***

- Only stable and safely arranged loads will be lifted.
- To raise a load:
  - **Always look up before lifting the forks or a load.**
  - Approach the load square-on with the forks centered.
  - Tilt the mast forward and lower the forks to the proper height.
  - Drive into the load and square it to the back rest.
  - Lift the forks so that the load clears the ground/rack and tilt the load back to keep it engaged.
- **Never allow anyone to stand or walk under the forks, either empty or loaded.**
- To place a load, reverse the above
  - Square the truck with the space to be used
  - Raise the load, if necessary, and drive forward into the space
  - Tilt the load forward
  - Lower the load slowly, disengage the forks and back up
- Never tilt the mast forward except to pick up or deposit a load. Apply only enough forward or back tilt to pick or deposit the load.

### ***Dock Safety***

- Truck brakes must be set before driving into or onto trailers with a powered industrial truck.
- Inspect all trailers before driving into or onto them.
- All trailers must be chocked at the rear wheels or have a trailer engagement system (e.g. Dock Lock) attached. Never enter a trailer that is not secure.
- Fixed jacks may be necessary under the fifth wheel unless the trailer is attached to a tractor.
- Prior to entering a trailer, be sure that the truck driver is aware of your actions.
- A secure dock board or bridge plate must be used for accessing trailers and rail cars.
- Positive protection must be provided to prevent rail cars from being moved during loading/unloading operations.

### ***Truck Parking***

- Anytime that you are 25 feet from the truck or it is out of your view you must shut it down.
- To shut down a truck do the following:
  - Park in a safe area (not blocking exits, aisles, fire extinguishers, emergency equipment or electrical equipment).
  - Lower the load/forks/load engagement means to the floor and tilt the mast forward.

- Follow the truck procedure to set the brakes.
- Turn the vehicle off.

### ***Propane Fueling***

Do not attempt to refill cylinders unless you have been trained and authorized to do so.

1. Park the vehicle in a safe location away from ignition sources. Be sure that there are no ignition sources present.
2. Never try to refill the propane cylinder while the truck is running.
3. Propane is a super cold liquid. It will cause immediate frost bite. Wear safety glasses and gloves when refueling.
4. Close the fuel valve but let the truck run until it is out of gas.
5. Turn off the vehicle.
6. Replace the cylinder and open the gas valve.
7. Return the empty cylinder to the designated storage area.

### ***Gasoline and Diesel Refueling***

1. Do not attempt to refuel the vehicle unless you are trained and authorized to do so.
2. Park the vehicle in a safe location away from ignition sources and turn the vehicle off. Be sure that there are no ignition sources present.
3. Wear safety glasses while refueling.
4. Be sure that you are using the correct fuel.
5. Do not overfill the vehicle. Any spilled fuel will be allowed to evaporate or will be wiped up before restarting the engine.

### ***Battery Maintenance***

- Never change a battery unless you have been trained and authorized to do so.
- Battery acid is corrosive! Wear goggles or a face shield with safety glasses, gloves and an apron when watering the battery.
- Batteries being charged produce flammable hydrogen gas; be sure you charge in a well-ventilated area and keep all ignition sources at least 25 feet away.
- Know the location and operation of the closest eye wash station.
- Neutralize any acid spill immediately or report it to a supervisor.