



PENNSYLVANIA LUMBERMENS MUTUAL  
INSURANCE COMPANY

# FORKLIFT SAFETY

## ADMINISTRATIVE CONTROLS

1. Only trained, authorized drivers should be allowed to operate forklifts.
2. All new drivers must be fully trained by a supervisor or qualified employee as to the operational and safety features of the vehicle.
3. Reinforce training with experienced drivers by holding periodic sessions and review of operating rules, especially when new equipment is purchased or there is some change in the yard conditions or operations.
4. Designate someone with authority to supervise forklift operations making sure that company policies and safe operating procedures are followed.

## OPERATING RULES

1. No extra riders are permitted.
2. No stunt driving or horseplay.
3. No engaging in any activity that distracts the operator, such as the use of cellular phones.
4. Excessive speed is unsafe and unnecessary. Maintain speed below 10 MPH or lower as conditions indicate.
5. Avoid sudden turns that could cause the vehicle to tip over.
6. Travel with load against the back of the carriage and the mast tilted backward.
7. Transport only secure loads with the forks spread wide for balance and stability.
8. Operate the vehicle in reverse when the load restricts visibility or when descending an incline.
9. Travel with the forks as low to the ground as possible.
10. Avoid lifting loads over other personnel. No one should stand or work directly under elevated loads.
11. Proceed slowly over dockboards and bridge plates only after inspecting for secure position. Be sure that wheel chocks are used under the rear wheels of any truck or trailer being entered.
12. Avoid running over loose materials and slippery areas.
13. Be alert at all times and anticipate trouble before it happens. When entering doorways, or when approaching a blind intersection, slow down and tap the horn. Also, be aware of other employees and customers / visitors.
14. Never use the vehicle to lift people unless an approved safety platform is used. A pallet should not be used as a lifting platform. Never transport anyone in the elevated platform.
15. When parked and unattended, lower forks to the ground, set the brake and put in neutral.



## DAILY INSPECTION

1. The following items should be checked daily before starting the forklift:

- |                        |                             |
|------------------------|-----------------------------|
| - Brakes               | - Fuel level                |
| - Tires                | - Battery charge            |
| - Steering             | - Water level / temperature |
| - Hydraulics           | - Levers and controls       |
| - Horn                 | - Warning lights            |
| - Oil level / pressure | - General condition         |

2. Keep inspection and maintenance records on file.

3. Correct deficiencies immediately.

## SAFETY EQUIPMENT

1. Overhead guard - should be installed on all forklifts.
2. Fire extinguisher (multi-purpose type) - should be mounted on all forklifts.
3. Slow moving vehicle triangle - place on rear of forklift when operating on a public street.
4. Warning lights / backup alarms - should be installed where significant exposure exists due to congestion, clearances, traffic patterns, or visibility.