

## Forklift Operating Rules and Guidelines Manual

The primary objective of this manual is to provide detailed guidelines for the safe and secure operation of forklifts. These guidelines must be followed by all forklift operators and must be regarded as an essential component of any forklift training program.

### 1. General Safety Guidelines

- Only personnel who have undergone appropriate training and are authorized should operate a forklift.
- Operators should conduct a pre-use inspection of the forklift before each use.
- Any defects or malfunctions identified during the inspection should be immediately reported to the supervisor or maintenance department.
- Operators should exercise caution when driving near pedestrians or other equipment.
- Forklifts should be operated at a safe speed, taking into account the load, surface conditions, and the surroundings.
- Do not exceed the rated load capacity of the forklift.
- Do not drive with the forks raised or carry passengers.
- When parking the forklift, the forks should be lowered to the ground, and the parking brake should be engaged.
- Operators should always wear seat belts and any other personal protective equipment required by the job or the environment.
- Do not use a forklift for any purpose other than its intended use.

### 2. Safe Operating Procedures

- Always approach a load directly and position the forklift as close as possible to the load.
- Tilt the forks forward slightly and insert them fully into the load, ensuring that the load is secure before lifting.
- Only lift the load as high as necessary to clear the ground or other obstacles.
- Keep the load level and stable while transporting it, avoiding sudden stops, starts, or turns.

- When unloading the load, position the forklift close to the unloading area and lower the forks until they are clear of the load.
- Always exercise caution when backing up, making sure the path is clear and using a spotter if necessary.
- Avoid driving over uneven surfaces, steep inclines, or loose or slippery surfaces.
- Do not operate a forklift near open pits or other hazards without proper safety barriers or warning devices.
- When operating a forklift on a ramp or incline, drive straight up or down the incline and do not turn or stop while on the incline.
- Always ensure that the load does not obstruct your vision or the view of the area you are driving through.
- Do not operate a forklift on a public roadway unless authorized and equipped with the necessary safety devices.

### **3. Emergency Procedures**

- In the event of an emergency or accident, the operator should immediately stop the forklift and report the incident to the supervisor.
- If the forklift overturns, the operator should remain inside the cab, fasten their seat belt, and brace themselves.
- If the forklift catches fire, the operator should turn off the ignition and evacuate the area immediately.
- If the forklift comes in contact with overhead power lines, the operator should stay in the cab and avoid touching any part of the forklift until emergency services arrive to de-energize the power lines.
- In the event of a hydraulic leak, the operator should immediately stop the forklift and place absorbent material on the leak. The leak should be reported to the supervisor or maintenance department for repair.

### **4. Propane Handling Procedures (if applicable)**

- Only trained and authorized personnel should handle propane.
- When changing propane tanks, shut off the engine and allow the forklift to cool for at least 10 minutes before disconnecting the tank.
- Always follow the manufacturer's instructions when changing propane tanks.
- When connecting a propane.