

Date: 7-12-19

Title: Forklifts

071219

Team, due to recent trends in our BBS observations, we want to remind our operators on the safe operations of our forklifts. Here some key points to follow:

Photographs:



### Always

- Make sure seatbelt is in working order and able to buckle in.
- Make sure you have clear visibility in your path of travel.
- Use the horn when closing in on a corner or doorway/entrance and around people to alert pedestrians or other forklift operators of your whereabouts to avoid any unnecessary collision.
- Operating forklifts should only be done by individuals who have been trained properly and have a certification to operate the equipment.
- Verify the weight of the load is within the rated capacity of your forklift.
- Lower the forks to the floor, shift into neutral, set the parking brake, and block the wheel if parked on an incline and turn off the ignition.
- Carry loads low, forks just off the floor or ground and tilted back.

### Never

- Never walk under a suspended load
- Never exceed five miles per hour when operating a forklift on Company or customer property, except for highway-legal forklifts traveling on paved roadways.
- Never change forward and reverse travel without coming to a complete stop.

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