

TOP TEN TIPS:

SAFE FORKLIFT OPERATION



1. **ONLY TRAINED, AUTHORIZED AND LICENSED INDIVIDUALS**
SHOULD OPERATE MATERIAL HANDLING EQUIPMENT
2. **FORKLIFTS SHOULD BE THOROUGHLY INSPECTED**
PRIOR TO STARTING WORK AND
THE SHIFT SUPERVISOR SHOULD BE INFORMED OF ANY PROBLEMS
3. **FOLLOW ALL WORKSITE RULES, RESTRICTIONS AND REGULATIONS**
ONLY OPERATE YOUR FORKLIFT IN DESIGNATED AREAS
4. **OPERATE YOUR FORKLIFT WITHIN DESIGNATED SPEED LIMITS**
DO NOT START, STOP, TURN OR CHANGE DIRECTION SUDDENLY
5. **FORKLIFTS ARE FOR CARRYING LOADS ONLY**
DO NOT CARRY PEOPLE, UNLESS THERE IS A SECOND SEAT IS FITTED
6. **KEEP A SAFE DISTANCE FROM OTHER FORKLIFTS AND PEDESTRIANS**
MAKE SURE YOU ALWAYS HAVE ENOUGH ROOM TO STOP SAFELY
7. **HANDLE LOADS CAREFULLY**
CHECK THEM FOR STABILITY AND BALANCE
DO NOT TRAVEL WITH FORKS HIGH ABOVE THE FLOOR
8. **DO NOT MOVE A LOADED FORKLIFT UNLESS**
BOTH FORKS ARE SECURELY AND FULLY UNDER THE LOAD
9. **CARRY LOADS LOW TO THE FLOOR**
ALLOWING FOR GOOD FORWARD VISIBILITY
IF VISIBILITY IS IMPAIRED, A SPOTTER IS NECESSARY
10. **OBSERVE ANY CHANGES IN OPERATING ENVIRONMENT**
INCLUDING CLEARING HEIGHTS, SURFACES, LOADING DOCKS
AND BRIDGE PLATES



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