

12. FORKLIFT SAFETY

SAFE DRIVING. SAFE LOADS. SAFE WORKPLACE.

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WHY THIS MATTERS

Forklifts are powerful tools that improve productivity, but they can also cause serious injuries, fatalities, equipment damage and property loss if not operated safely.

Most forklift incidents are preventable by following safe operating procedures, performing pre-use checks and staying alert at all times.

**Safe operators prevent accidents.
Safe practices save lives.**

COMMON HAZARDS

- TIP-OVER**
Turning too fast, uneven surfaces, overloading, high center of gravity.
- PEDESTRIANS**
Poor visibility, blind spots, distractions and lack of pedestrian separation.
- FALLING LOADS**
Unstable loads, damaged pallets, improper stacking or raising load too high.
- COLLISIONS**
Excessive speed, blind corners, poor judgment and narrow aisles.
- EQUIPMENT FAILURE**
Poor maintenance, defects, hydraulic failure, brake or steering problems.
- HAZARDOUS MATERIALS**
Fuel leaks, battery hazards (LPG, diesel, electric) and poor ventilation.



10 RULES FOR FORKLIFT SAFETY

- 1 TRAINED & AUTHORIZED**
Only trained and authorized operators are allowed to operate forklifts.
- 2 PRE-USE CHECK**
Inspect the forklift before use. Report and do not use defective equipment.
- 3 WEAR SEAT BELT**
Always wear your seat belt while operating.
- 4 LOAD SAFELY**
Ensure load is stable, centered and within capacity. Keep load low while moving.
- 5 MAINTAIN VISIBILITY**
Travel with a clear view. Watch for blind spots and obstructions.
- 6 WATCH PEDESTRIANS**
Always be aware of pedestrians. Give way and sound horn at crossings.
- 7 SPEED LIMIT**
Obey speed limits. Slow down at corners, doorways and busy areas.
- 8 SAFE TURNING**
Slow down and sound horn before turning. Do not turn on inclines.
- 9 NO DISTRACTIONS**
Do not use mobile phones or engage in distractions while operating.
- 10 PARK SAFELY**
Lower forks to the floor, neutralize controls, switch off and apply brake.

FORKLIFT SAFETY BASICS

- ✓ Know your forklift and its capacity.
- ✓ Never exceed the load capacity.
- ✓ Keep forks as low as possible.
- ✓ Tilt mast slightly back when moving.
- ✓ Do not pass or stop under raised forks.
- ✓ Use horn at intersections and when vision is limited.
- ✓ Ensure stable and level surfaces.
- ✓ Keep hands and feet inside the cabin.

36 KNOW YOUR LOAD CAPACITY NEVER EXCEED IT!

DO'S - FOLLOW THESE

- ✓ Follow traffic rules and site procedures.
- ✓ Inspect forklift before each use.
- ✓ Use seat belt and PPE.
- ✓ Keep load low and mast slightly tilted back.
- ✓ Drive smoothly - avoid sudden starts, stops and turns.
- ✓ Sound horn at intersections and blind spots.
- ✓ Use spotter when visibility is poor.
- ✓ Park in designated areas.

DON'TS - AVOID THESE

- ✗ Do not exceed load capacity.
- ✗ Do not raise or lower load while moving.
- ✗ Do not carry or lift people on forks.
- ✗ Do not use mobile phones while operating.
- ✗ Do not operate if you are tired or distracted.
- ✗ Do not leave forklift unattended with engine running or forks raised.
- ✗ Do not bypass safety devices.

PEDESTRIAN SAFETY

- ✓ Use designated walkways.
- ✓ Look left, right, then left again before crossing.
- ✓ Make eye contact with operators when possible.
- ✓ Do not walk behind reversing forklifts.
- ✓ Stay out of blind spots.
- ✓ Report unsafe conditions.

DISCUSSION QUESTIONS

- 1 What are the main forklift hazards in our workplace?
- 2 What should you do if you see an unsafe forklift operation?
- 3 Why is it important to keep the load low while moving?
- 4 What could happen if we exceed the forklift's load capacity?



KEY TAKEAWAY

SAFE FORKLIFT OPERATION PROTECTS PEOPLE, PROPERTY AND PRODUCTION.

- ✓ Operate safely.
- ✓ Plan the move.
- ✓ Protect pedestrians.
- ✓ Respect the equipment.
- ✓ Go home safe every day.



REAL-LIFE EXAMPLE

A forklift operator was in a hurry and turned sharply with a raised load. The forklift tipped over, causing serious injury to the operator and damaging the load and racking.

An investigation revealed that speed, improper load height and not looking in the direction of travel were the main causes.

Safe habits and following rules can prevent such incidents.



PRE-USE CHECKLIST

Check the following before use:

<input checked="" type="checkbox"/> Brakes	<input checked="" type="checkbox"/> Tires	<input checked="" type="checkbox"/> Leaks
<input checked="" type="checkbox"/> Steering	<input checked="" type="checkbox"/> Forks	<input checked="" type="checkbox"/> Battery/Fuel
<input checked="" type="checkbox"/> Horn	<input checked="" type="checkbox"/> Hydraulics	<input checked="" type="checkbox"/> Warning devices
<input checked="" type="checkbox"/> Lights	<input checked="" type="checkbox"/> Seat belt	<input checked="" type="checkbox"/> Load backrest

DAILY SAFETY CHECK

Ask yourself:

- Is the equipment in good condition?
- Is the load safe and within limits?
- Are pedestrians and aisles clear?
- Am I fit and focused to operate safely?

IF ANYTHING IS UNSAFE - STOP & REPORT

Report hazards or defects immediately. Do not operate unsafe equipment. Safety is everyone's responsibility.