

OPERATIONAL ACTIVITY: Forklift Operation

INTRODUCTION:

The following operational activity training should serve to highlight a few of the primary hazards present while operating forklifts and steps to take to mitigate these risks. This training should be used in conjunction with the PHP, Phase Plan, Overall Site Logistics Plan, and DPP to help bring awareness to our crews.

LITHKO LIFE LESSONS

Lithko has experienced on several occasions incidents involving forklift operations. These incidents have varied in severity. Less severe incidents have caused damage to the machine and/or other property. More severe incidents have resulted in Coworkers being hospitalized.

PLANNING CONSIDERATIONS

- Leads are to **identify designated operators** within their **Phase Plan**.
- **TSL to provide training records** to Project Team, **prior to mobilization** to a project, and **ahead of the start of new phases of work**. These training records identify Qualified Operators.
- **FL/CTL to include the designated forklift operator**, and any required spotter(s), **in the daily plan**.
- **PL to validate that designated operators and spotters are competent for the assigned tasks**.
- **Assigned designated operators and spotters are to be labeled on the forklift prior to use**.
- **When manpower changes** on the project, **consult TSL for updated list** of trained/qualified coworkers.
- **Rough Terrain Forklifts will not be operated without either an operational backup camera or a spotter**.

LITHKO CONTRACTING		DESIGNATED OPERATOR	
JOB NAME:	_____		
JOB #:	_____		
PRIMARY:	_____		
BACK-UP:	_____		
SPOTTER:	_____		
SPOTTER BACKUP:	_____		
P/F OPERATOR:	_____		
P/F BACKUP:	_____		

Label w/ Assigned Operator

FORKLIFT OPERATION TRAINING REVIEW

Forklift Basics

- **Never operate a forklift** unless you have been **properly trained and authorized** to do so.
- Traveling through **rough terrain will affect the stability of the forklift**. Traveling on a **hill and/or with a load can cause your forklift to become unstable**.
- How a load is secured or positioned on the forks will affect the stability of the load and the machine. Keep the **load centered on the forks and ensure the forks are fully under the load**. **Some loose loads may require temporary securement**, such as a ratchet strap, prior to moving.
- **Visibility from the operator's seat can be poor** when operating a forklift. **Blind spots** can limit your mobility and are **increased when operating with a load**.
- **Develop a project specific plan when the forklift is to be operated within 10' of power lines**. Plan is to be reviewed by Lead and TSL prior to performing the work.

Forklift Inspections & Maintenance

- Operator is to always perform a thorough inspection prior to operating machine each day. **If deficiencies are identified, remove the machine from service and notify your Lead.**
- Always **mount and dismount the forklift facing the machine** and always **maintain (3) points of contact.**
- **While operating the forklift if the machine begins to not operate properly or safety devices become damaged or inoperable stop using the machine immediately, remove the machine from service, and notify your Lead.**



FORKLIFT INSPECTION

Operating the Forklift

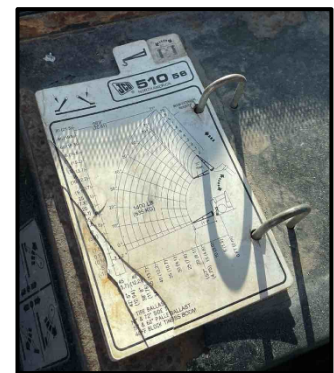
- **Keep your arms, hand, legs, and feet inside the protective cage of the forklift. Never jump from the forklift especially if it is tipping.** If machine begins to tip, lean into the machine and hold on tight throughout the fall.
- **Drive the forklift with the load high enough off the ground to clear obstacles and not block your view, but low enough to not make the forklift unstable.**
- Always use a backup camera or spotter to ensure you have a clear field of view. **Additional spotters may be needed** to navigate areas with added blind spots.
- Choose a route that **minimizes traveling through slopes or rough terrains when traversing a jobsite.** Choosing a longer route may be the safest option.
- **It is the responsibility of the operator to ensure others working around the forklift are safe.** Understand and follow agreed upon paths of travel on the project site.
- **Never walk,** or allow others to walk, **under a suspended load.**
- **Never exit the forklift/leave the machine with the forks or load suspended in the air.**



INCORRECT SUSPENDED LOAD

Picking Up a Load

- Understand and **follow the load charts** prior to picking a load. **How a load is positioned on the forks or using forklift attachments may reduce the forklift capacity.**
- **Always know the weight of your load prior to picking.** Contact your Lead whenever you are unsure of the weight of a load.
- The risk of a **front tip over** increases as the **load is lifted in the air and the boom is extended.**
- **Ascend and descend a slope with the heavy end pointed toward the slope.**
- Placing the **heavier end of an unbalanced load at the back of the forks** will help prevent the load from slipping off the forks.



FORKLIFT LOAD CHART

- Use only manufacturer designed attachments and in the way they were intended to be used. Contact your Lead if you have any questions regarding forklift attachments prior to use. Never modify a forklift or forklift attachment.

Delivering the Load

- When traversing with a load, reducing your travel speed will increase your ability to operate the forklift safely and maintain best control of the load.
- Prior to delivering a load it may be necessary to extend the outriggers and level the machine. Always do this prior to raising or extending the load.
- Only use agreed upon hand signals when setting a load.
- Coworker receiving the load should be on the level the load is being set.
- After picking or delivering a load, take time to review your surroundings prior to proceeding to ensure nothing has changed.
- When placing a load on a scaffold or working platform always understand the platform capacity prior to placing the load.



PROPER SIGNALING

Refueling the Forklift

- Shut the machine off and set the parking brake prior to refueling the machine.
- Never smoke while refueling the machine.
- Always ensure you are putting the correct fluids in the proper tanks.
- Avoid overfilling the fuel tank and spilling fuel. Notify your Lead of any spilled fuel.



INCORRECT FUEL NOZZLE

Parking the Forklift

- Park the forklift out of the flow of traffic. Avoid parking the machine in the blind spot of other machines.
- Lower the forks to the ground and set the parking brake when parking the forklift.

Misc.

- Leads are to validate that a forklift operator is company trained, competent to use the assigned equipment, and qualified to perform the required task.
- Accidents can be prevented by knowing and understanding your load charts, always being aware of your surroundings, and operating the forklift safely.
- When working around forklifts it is important to stay aware of where the forklift is traveling and stay out of the path of travel.
- Always maintain focus while operating the forklift. Never use your cell phone while you are operating the forklift.
- A qualified spotter can help safely operate a forklift though a congested and busy jobsite.
- Use the horn when entering/exiting a building or navigating blind corners.

SPOTTER PRACTICES

- Survey the route of travel for hazards. Identify and communicate hazards with the operator prior to moving.
- Spotter to wear hi-viz vest and/or other illumination gear. Minimum of class 2 high vis.
- Spotter and operator to communicate with radios..
- Spotters to watch where they are walking and their positioning relative to the machine. Remain clear of fixed objects. Do not stand between the machine and a fixed object.



SPOTTER IN HI-VIS

CONCLUSION:

Failing to operate a forklift in an appropriate way that aligns with the training provided can result in catastrophic consequences. This training should be used to set project specific expectations with Coworkers involved in forklift operation. The lead should include preventative measures in the DPP and cover these items with the crew.

DATE COVERED: _____

SIGNATURE: _____
