

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

FORKLIFT SAFETY TIPS

Topic Overview

Forklifts can be a valuable tool for moving and placing materials. Workers must be aware of the danger of being struck by a forklift, which often reverses and changes direction. Forklift operators need to secure large, awkward, or unstable loads and to travel slowly over rough terrain.

Hazards to be aware of

Some common causes of injury include:

- **Tip-overs** - when overloaded, the load is uneven, or the forklift is driven too fast around corners or uneven surfaces.
- **Falling objects** - improperly stacked or unsecured loads.
- **Collisions** - with other objects or workers due to limited visibility.

Safety Tips

- Only operate a forklift if you have received proper training.
- Perform a thorough pre-use inspection at the start of each shift.
- Buckle your seatbelt as soon as you get in.
- Place forks far under the load, drive with the load against the heel of the rack with the mast tilted back and ensure proper fork spacing to support the load. Don't adjust the load when on the forklift.
- Carry the load as low as possible.
- Operate the forklift smoothly during stopping, starting, lifting, and tilting.
- Sound the horn before moving, especially when others may not see the forklift, and when approaching pedestrians, doorways, and other forklifts.
- Match speed to driving surfaces, load, and workplace conditions.
- Check for adequate overhead clearance before raising the load.
- Use a spotter to avoid incidents when visibility is reduced.
- Keep forks pointed uphill when traveling with a load on an incline and pointed downwards when traveling without a load on an incline.



Don't assume
you'll be seen
Forklifts and
people don't mix



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- Travel in reverse when frontal vision is blocked by a load.
- Stop when pedestrians are using the same route, lower the load and wait until they pass before proceeding.
- Do not drive up to anyone who is standing in front of a fixed object.
- Stay alert to changing or unusual conditions and always be prepared to stop.
- Do not allow anyone but the operator to ride on the forklift.
- Do not lift a load that extends above the load backrest unless no part of the load can possibly slide towards the operator.
- Do not move loads that are piled or stacked poorly.
- Do not leave forklifts running inside for long periods of time without adequate ventilation.
- Report any issues or accidents to your supervisor immediately.

TOOLBOX TALK

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| LOCATION | | DATE | |
| PRESENTED BY | | TIME | |

Review previous Workplace Inspections

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Review previous Accident/Incident/Near Misses

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Other Safety Issues or Suggestions made by Staff

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Attendance Record

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| TOOLBOX MEETING REVIEWED | NAME (PRINT) | SIGNATURE | DATE |
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| MANAGEMENT REP | | | |
| WORKER REP | | | |