

# Industrial Trucks

*Including forklifts, variable reach lifts (like JLG type), aisle trucks, and powered pallet jacks*

## **General Rules**

- Passengers are not permitted.
- No person should be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Complete a daily inspection of the truck to ensure it is in good operating condition. If at any time a truck is found to be in need of repair, defective, or in any way unsafe, the truck should be taken out of service until it has been restored to safe operating conditions.
- Be sure to report any damage/problem immediately to your supervisor.
- The operator should never get off the vehicle until it has come to a complete stop.
- Before a truck is left unattended, the forks should be lowered and the brakes set.
- If operator will be more than 25 feet from the truck or out of sight of the truck, turn off the engine.
- Know the position of the forks at all times; operator should have a spotter if necessary.
- Never bump a load into position with forks. Loads should be set down in as close to correct position as possible, then eased into position if necessary with the forks. Do not butt or ram the load.
- Operators should not exceed the trucks rated lift or load capacity. Become familiar with the data plate designating load capacity at variable lift heights for each truck operated.
- During travel, the load should be kept as low to the ground as possible and tilted slightly back as cargo type permits.
- Speed should be consistent with conditions and terrain to insure safety.
- If visibility is obstructed the operator should drive in reverse. Otherwise, the operator shall always face the direction of travel and always look behind when backing up.
- The operator shall warn employees in the vicinity that he intends to back up unless the vehicle is equipped with an automatic reverse warning buzzer.
- The operator shall slow down when approaching intersections, turns, doorways, or pedestrians. Keep to the right when approaching other vehicles. At blind corners the operator should come to a complete stop, sound horn, and proceed with caution.
- Forks are not to be used as personnel elevators unless a properly secured platform is used. Operators must not leave the truck unattended while the platform is raised.
- Wear the seatbelt at all times.
- In case of rollover, don't jump - straighten out legs pressing feet against floor, hold steering wheel tightly with both hands, and ride it out.

## **Other Training Elements**

### Truck related topics

- operating instructions, warnings, and precautions.
- differences in forklift and automobile.
- truck controls and instrumentation: location and purpose.
- steering and maneuvering.
- visibility (including restriction due to loading).
- vehicle capacity and stability.
- inspection and maintenance required
- refueling / tank exchange / recharging

### Workplace-related topics

- surface conditions where truck is operated.
- composition of loads to be carried and their stability.
- load manipulation - stacking & unstacking.
- pedestrian traffic.
- narrow aisles and restricted areas.
- unique or potentially hazardous conditions.

### Evaluation

- physical exam of forklift (touch and tell) daily inspection points
- maneuvering test (loose and tight course, forward and reverse).
- stacking test (must have square, even stacks)
- operating skills

When the instructor feels that the trainee has sufficient knowledge and understanding of the material, and passes the evaluation, he will be authorized to operate the industrial truck. The completion of training will be documented with a "Vehicle & Equipment Operator Evaluation" form.

### Refresher training required when ...

- operator has been observed operating in an unsafe manner.
- operator has been involved in an accident or near-miss incident.
- operator has received an evaluation that reveals he is not driving safely.
- operator assigned to drive a different type of truck.
- condition in the workplace changes that could affect safe operation of the truck.