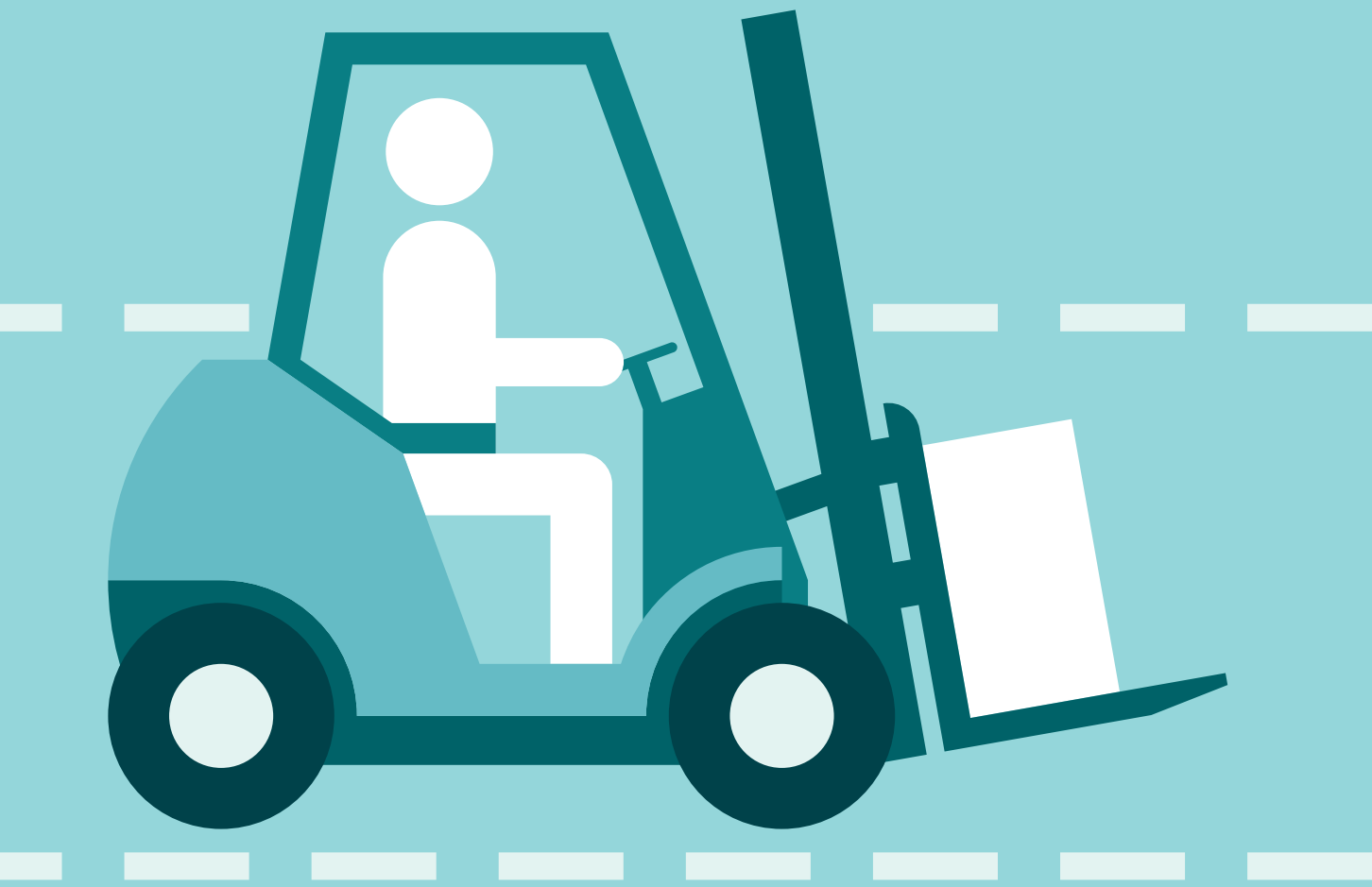
BG ETEM
Energie Textil Elektro
Medienerzeugnisse

Workplace transport



Working with a forklift

Training
Support Material for Workplace Safety Briefings

Your Statutory Accident Insurance



Requirements for the safe operation of forklifts

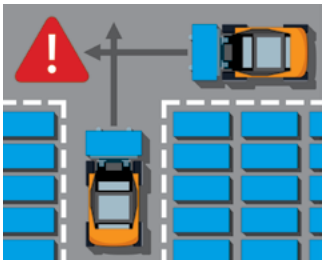
Accidents involving internal transport are among the most common causes of injury to people and damage to equipment. Accidents involving forklifts, in particular, often result in serious injuries. There have even been fatal accidents. Accidents can be prevented by adhering to organisational requirements for accident prevention and by driving defensively.

What are the typical hazards?

- Loads shifting or falling
- Collisions with other industrial trucks or fixed structures
- Collisions between forklifts and people
- Tipping of the forklift when turning
- Improper use of industrial trucks
- Faulty (defective), malfunctioning or unsuitable industrial trucks
- Excessive speeds
- Unevenness of the roadway
- Forklift crashes on a ramp
- Getting on or off the forklift



Loads shifting or falling



Collisions with other industrial trucks or fixed structures



Collisions between forklifts and people



Tipping of the forklift when turning

How can you protect yourself?

Forklift
- Follow the operating instructions
- Only use vehicles that are completely free of safety defects

Operators
- Only competent, fully trained and authorised operators are permitted to use a pedestrian-operated industrial truck
- Wear safety footwear and, where necessary, protective gloves
- Secure the vehicle against unauthorised use

If there is damage, insist on immediate corrective action! Do not continue to use defective vehicles.

Daily visual and pre-use checks

Carefully check the following on the forklift at the start of the workday:

General
- Damage to the vehicle
- Drive system
- Lights, brake lights
- Warning devices

Chassis and running gear
- Tyres
- Service and parking brake
- Steering
- Pedal grip

Lift mechanism
- Guidance of the load-handling device
- Fork tines
- Hydraulic system
- Chains
- And any additional equipment, such as a roll bar or cargo guard (mounting)

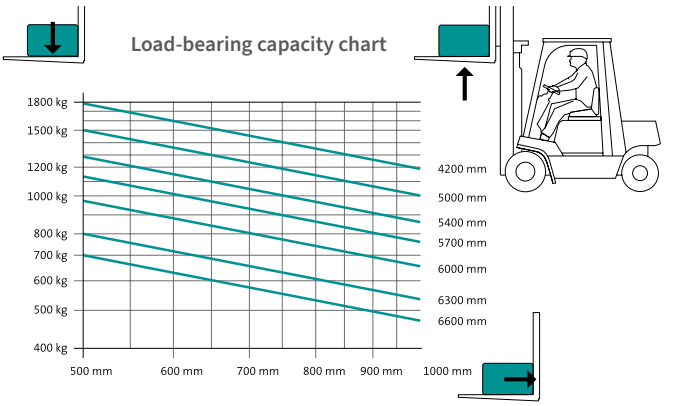


"Forklifts – guidelines for daily operational inspections", ↗ **medien.bgetem.de**, **Webcode M18529501**

Observe load-bearing capacity

During operation, the different load-bearing capacities must be known and observed. This applies in particular to load-bearing capacity:

- of the forklift (taking the load's centre of gravity into account)
- of the transit routes (only use authorised routes)
- of loading ramps, hatch covers (for forklifts)
- of racks, mezzanine floors and stacking frames (intended to hold the load)

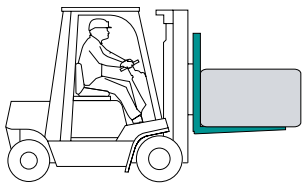


The load chart illustrates the forklift's load-bearing capacity range.

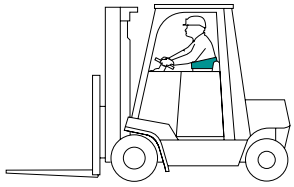
Handling the load

- Position the forks under the load as far as possible (use caution with stacks placed one behind the other), and lift gently
- Loads must be securely fastened or supported; do not hold onto them while the vehicle is in motion

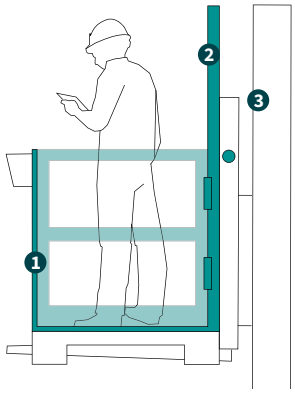
- The load must not obstruct the driver's view
- Always keep the forks at a height of approximately 15 cm above the ground, whether they are loaded or unloaded
- When carrying a load, drive only with the lift mast tilted backward
- Do not lift the load with one fork tine
- Do not leave the forklift while the load is raised
- Hold two rolls of paper using only the double clamp



Make sure the load dimensions and fork length are properly matched!



Use the driver restraint system!



Transporting people up or down is only permitted using a work platform!

Before leaving the forklift, lower the forks, apply the parking brake and remove the ignition key.

1. Safe entry
2. Safety gate
3. Locking pin

Drive safely and carefully

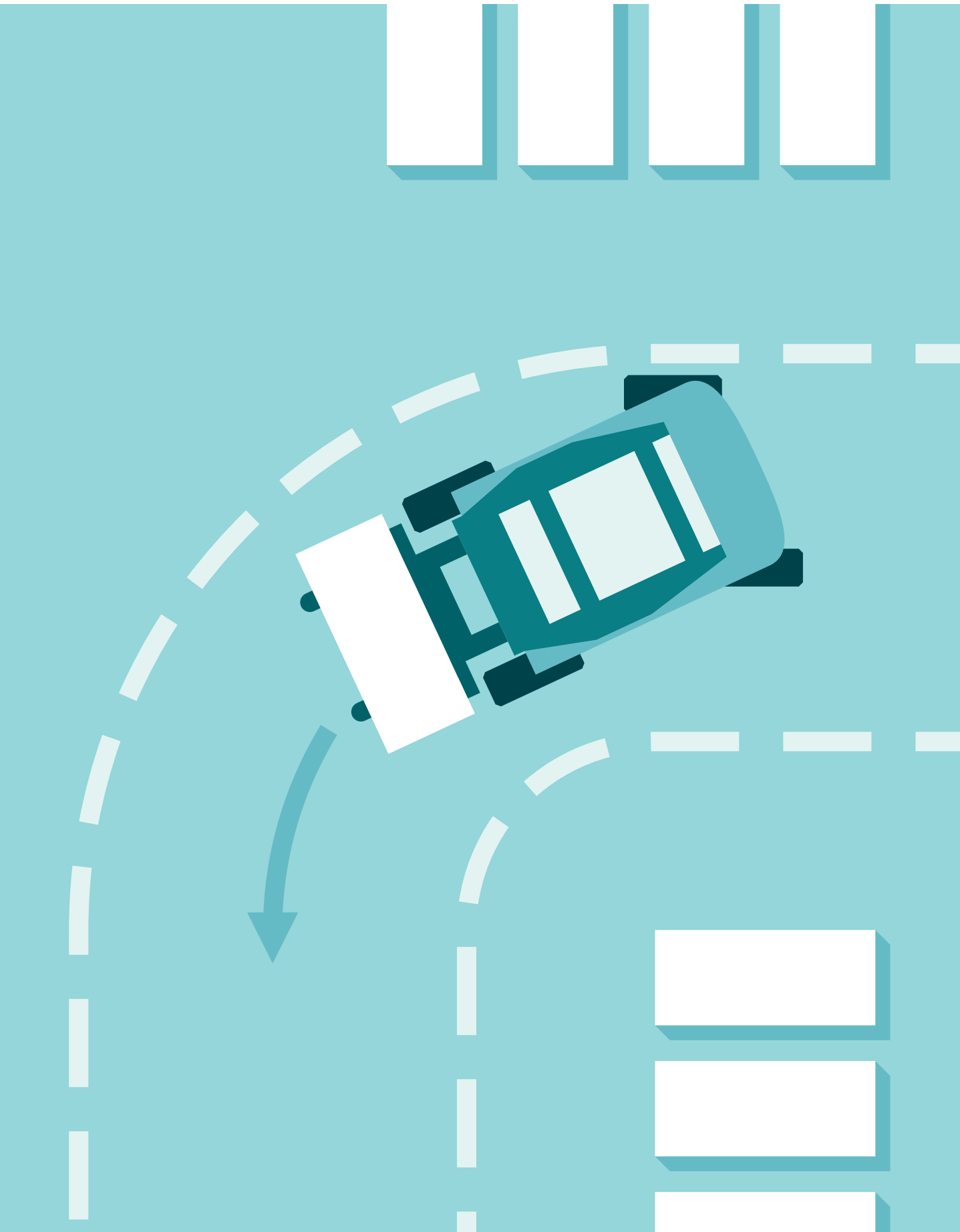
- Be aware of people in the danger zone or work area
- Observe the speed limit
- Do not turn around on a sloped road
- Keep loads on the uphill side of sloped roadways
- Use only designated paths
- Do not allow unauthorised persons to drive
- If visibility is obstructed by the load, the vehicle must be driven in reverse
- No persons are permitted to ride up or down on the lifting device (use the work platform).
- Only allow people to go up using a work platform
- The driver restraint system must be used
- Do not create obstacles for coworkers; place loads only in the designated areas
- Drive slowly in areas with limited visibility, such as near doors or at intersections, and signal if necessary
- Riding along on a forklift is permitted only if there is a passenger seat

What to do in the event of accidents, first aid

- In the event of an accident, first secure the accident scene and rescue any injured people
- Administer first aid
- Report an accident or call an ambulance or a doctor
- All first aid services must be documented

DGUV information 204-021:
Documentation of first aid services (reporting form)
↗ medien.bgetem.de, Webcode: M18227667





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