

Workplace Instruction –
Transport and traffic



Operation of forklift trucks

Guidance for company instruction



Requirements for safe operation of forklift trucks

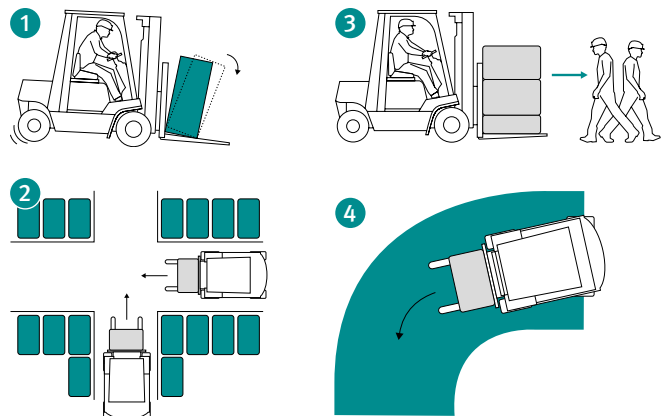
Facts

Accidents due to internal transport are among the most injuries and damages for workers and equipment. Especially accidents with forklift trucks result in severe

injuries and fatal accidents. By observing the organizational requirements for accident prevention and by anticipatory driving, accidents can be avoided.

What are the hazards?

- Slipping or falling loads **1**
- Collisions with other trucks **2**, buildings or persons **3**
- Tipping of the forklift when taking corners **4**
- Incorrect operation of forklifts
- Damaged or defective or inadequate forklift trucks
- Driving at high speeds
- Uneven surfaces of the traffic route
- Forklift truck crashes from a ramp
- Mounting on and dismounting from forklift trucks



How to protect yourself?

Forklift truck

- Follow the operating instructions
- Only operate forklifts without any safety-relevant defects

Driver

- Only appropriate, instructed and authorized drivers may use the pedestrian-controlled truck.
- If necessary, wear safety shoes and protective gloves
- Protect and secure the truck against unauthorized use



Prohibition sign:
No access for
forklift trucks and
other industrial
vehicles



Daily visual and functional check

Conscientious drivers check their forklift before starting to work:

General inspection

- Damage at the vehicle
- Power unit
- Light, stop lights
- Warning devices

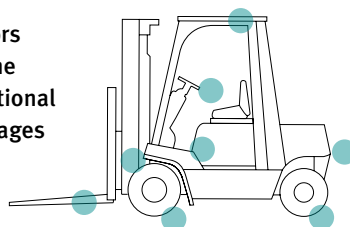
Chassis

- Tires
- Service and parking brakes
- Vehicle steering
- Slip-resistance of pedals

Lift mechanism

- Guidance of the load handling device
- Forklift forks
- Hydraulic system
- Chains
- If necessary, additional equipment such as operator protecting roof or load guard (fastening)

Forklift operators must inspect the forklift for functional defects or damages daily.



In case of defects, insist on immediate corrective measures! Do not operate defective forklift trucks.

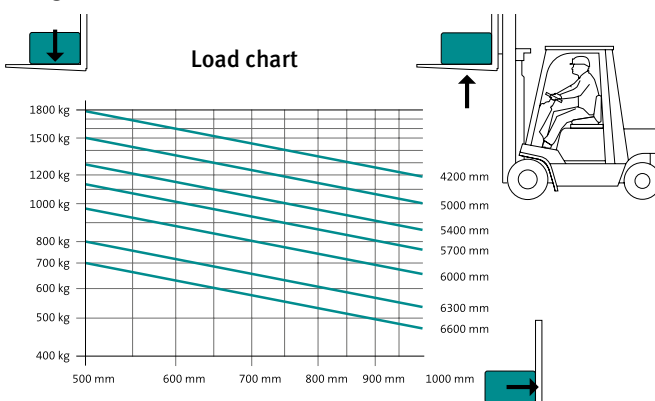


Observe the lifting capacities of forklift trucks

When operating forklift trucks, the lifting capacities shall be known and complied with, especially with regard to load capacities of

- Forklift truck (observe center of gravity of the load)
- Traffic routes (only use allowed stable traffic routes)
- Load platforms, hatch covers (for the forklift truck)
- Shelving units, galleries and stacking racks (for the load)

The load chart shows the load capacity range of the forklift truck.

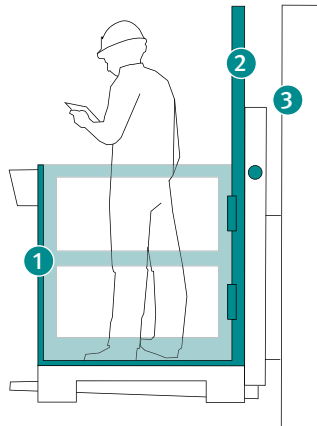


Tip

“Checklist for daily forklift truck inspection” can be ordered at www.bgetem.de

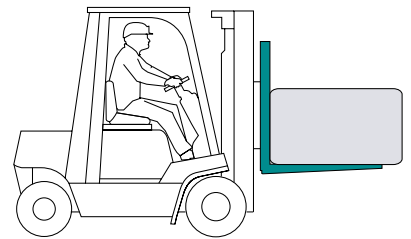
Carry loads safely

- Place the forks under the load as deep as possible (be careful with stacks positioned one behind the other) and lift the load smoothly
- Loads shall be securely fastened and rest safely, passengers are not allowed to secure the load during transportation
- The driver's view must not be impaired by the load
- Always position the fork at a height of about 15 cm from the ground, with or without a load
- Drive with a load only with the lift mast tilted backwards
- Loads may not be raised with one fork
- Do not leave the forklift while the load is lifted up
- Handle two paper rolls only with double clamp attachment

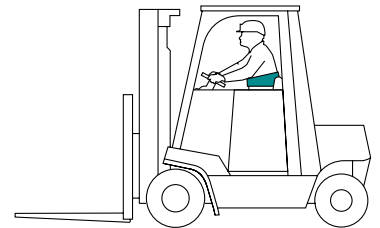


Lifting or lowering of persons is only permitted with working platform!

- 1 Secured entrance
- 2 Fixed safety guard
- 3 Safety bolt



Observe length of forks and dimensions of the load to be moved!



Use the driver restraint system

Drive safely and carefully

- Watch out for persons in the danger or work area
- Respect maximum speed
- Do not turn the truck on an inclined track
- When carrying a load on inclined ways, ensure that the load faces uphill
- Only take permitted traffic routes
- Persons without forklift certification are not allowed to drive
- If the load blocks the view, drive in reverse
- It is not allowed to move persons upwards or downwards with lifting devices (use the working platform)
- Use the driver restraint system
- Avoid creating obstacles for other truck operators, place loads only in intended area
- In areas with reduced sight such as doorways or intersections, drive slowly and, if necessary, give a warning signals
- Only if a passenger seat is provided, it is permitted to travel on forklift trucks



Before leaving the forklift truck, lower fork, apply the parking brake and remove ignition key!

Behavior in case of accidents, First Aid

- In case of an accident, firstly secure the accident site and rescue injured persons
- Carry out first-aid measures
- Report the accident and call an ambulance or doctor
- Every first-aid measure taken must be documented

Tip

“First-aid book- first aid service” can be ordered under www.bgetem.de

Name of first-responder:

