

**Safe Work Procedure Job Title or Task:  
Powered Mobile Equipment – Forklift/Lifting Pallet**

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Forklift Trained Employees	J. Sponarski	June 7, 2024	June 7, 2027

Potential Hazard	Risk level
Awkward/sustained postures	Medium
Forceful exertions	Medium
Repetitive movements	Medium
Vibration	Low
Crush injury	Medium
Collision	Medium
Pinch points -fingers caught	Low
Materials falling	Medium
Surfaces causing falls	Low
Moving machinery	Medium
Noise	Low
Combustibles/flammables	Low
Risk of falling	Low
Other	

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> <li>If you do not have a clear line of sight, ensure you have a signal person/spotter.</li> </ul>	<ul style="list-style-type: none"> <li>Injury prevention orientation</li> <li>Forklift training and certificate</li> <li>Code of Practice for the Safe Operation of Powered Lift Trucks</li> <li>Part 22: Powered Mobile Equipment, <i>Manitoba Workplace Safety and Health Act and Regulation</i></li> </ul>

**Note:** Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

**Employers must ensure that workers are trained and follow this safe work procedure.**

## **Steps to complete this task safely:**

### **DO NOT USE THIS EQUIPMENT UNLESS YOU HAVE BEEN TRAINED IN ITS SAFE USE AND OPERATION**

#### 1. Pre-Operation

- Ensure operator is licensed/certified.
- Perform pre-start checklist and visual inspection.
- Report any faults to your supervisor. If any faults are found, do not operate the forklift, and isolate the forklift by using a lock-out / tag-out system.
- Ensure the area of operation is clear of debris and the surface is stable and even.
- Enter the forklift, ensuring the operator maintains three points of contact at all times.
- Fasten the seatbelt.

#### 2. Operation

- Tines (forks) must be down if the forklift is not carrying a load.
- Avoid excessive speed.
- Drive smoothly, refraining from excessively rapid acceleration and quick stops.
- Ensure the load is balanced and can be safely lifted.
- DO NOT exceed the carrying capacity of the forklift.
- When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground.
- Ensure the operator has a clear line of sight, either by driving in reverse or having a spotter.
- Restrict pedestrian movement in the work area during operation.
- If working outside, the operator should ensure his/her eyes adjust to the different light levels when moving inside.
- NEVER carry passengers and do not allow horseplay.
- STOP if unsure, assess the situation and report to supervisor before proceeding.

#### 3. Post-Operation

- Lower the load or tines (forks), stop the vehicle, apply the parking brake and turn off power.
- Immediately report any concerns to a supervisor.