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| Forklift Safety Refresher | Safety Training Handout | |
| Forklift operators must know & follow equipment operating procedures and safety rules for forklift operation. Specifically the hazards involved in:   * Equipment operation * Traffic paths & surfaces * Operation around pedestrians * Loading & unloading characteristics * Height & travel clearance * Forklift ratings  |  |  | | --- | --- | | **Daily Checklist…** before you go check | | | Controls  Leaks  Horn  Lights  Alarm  Battery | Steering  Brakes  Missing Parts  Extinguisher  Seat Belt  Fuel |   **Park Safely!**   * Lower the forks & set the brake * Turn off motor & remove the key * Always park on a level surface * Don't block emergency exits or equipment * Park away from other hazards | | **Dock Safety…**   * Inspect the truck floor * Check trailer chocked * Inspect dock plates * Check for liquid spills * Watch other traffic * Get permission * Check dock-locks * Check warning lights   **Hazard Awareness…**   * Speed & clearance * Fork position * Load stability * View of path, pedestrians & other traffic * Drop-offs & ramps * Surface hazards   **Traveling Safety…**   * Tilt the mast back before traveling * Keep forks 4 to 6 inches off the floor * Keep at least 10 feet overhead clearance between mast and overhead power lines * Position the load against back rest * On ramps have the load positioned up hill of the forklift * Ensure adequate clearance * Never overload forklift |