



SAFETY TRAINING LEAFLET 13 FORK LIFT TRUCKS

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- **Introduction**

- **Safety training leaflets**

Safety training leaflets summarise the basic operational safety knowledge which needs to be known by employees working in the gas industry.

Refer to AIGA 009, *Safety Training of Employees* for the various combinations of leaflets which define the scope of safety training for a variety of specific jobs.

Each leaflet addresses a specific topic as identified in the title.

- **Comprehension tests**

There is a comprehension test for each leaflet, included in **Appendix 1**.

Each test comprises several questions. To pass the test it is suggested that the employee should score 75% at the first attempt. Incorrect answers should be discussed to confirm understanding.

Appendix 2 includes the list of correct answers.

- **Fork Lift Trucks (FLT)**

- **Proper use**

It is forbidden to use a forklift truck for any job for which it is not designed.

- Passengers must never be carried, either in the cab or on the forks.
- A truck should not be used as a crane unless the correct accessory is fitted and the weight of the object plus accessory is less than the capacity of the truck.

- **Load safety**

If the truck is overloaded or is used on a slope or uneven ground, then the steering can be adversely affected, or the load may slip off.

- You must thoroughly understand the characteristics and capacity of the truck and never overload it.
- Never hoist on uneven ground with the mast tilted away from vertical position.
- Travel only at a safe (low) speed, particularly over uneven ground. Respect speed limitations.
- When travelling, the forks should be raised just enough to clear any obstructions due to unevenness of the ground. The load should be carried as low as possible; to maintain maximum stability the forks should be raised no more than approximately 150 mm.
- Do not take the truck on to soft ground which may not be able to support it and cause it to tilt.
- When travelling up on ramps, the forks should be raised, and the mast tilted back to clear the slope of the ground.
- When travelling down a ramp the above procedure should apply, but with the load trailing (back up driving).
- Never raise or lower the load while moving.

- **Engage forks**

If the forks are not fully engaged, the load may fall.

- Always check that the forks are fully engaged, and load is stable before moving.

- **Awareness of the driving environment**

An electrically driven truck is noiseless and in a noisy environment a pedestrian may not be aware of its approach. Also keep in mind that under certain conditions the driver's sight may be obstructed.

- Keep concentrated on your driving.
- Ensure that everyone has cleared the area before lowering or moving the load.
- Do not back up while concentrating on the load in front.
- Only use the allowed roadways when travelling in order to reduce the risk of colliding with people.
- Be especially cautious when approaching buildings corners, intersections, doorways.

- **Maintenance and routine checks**

If regular maintenance is not carried out, deficiencies may develop in the steering, brakes or hoisting mechanism. Regulations request periodical inspections which must be documented.

- Carry out routine checks (e.g. battery acid level; tyres for wear, damage and pressure; water and oil levels, brakes, steering, forks and chains, etc...) regularly as requested by management.
- Never inspect the battery of an electrically powered Fork lift truck near a naked flame or while smoking.
- If you think the truck is unsafe in any particular way do not use it but report it immediately to the supervisor.

- **FLTs and flammable materials**

A truck with an internal combustion engine can be a source of ignition.

- Before taking a truck into an area which contains flammable materials check with your supervisor that its use there is allowed.

- **Unusual loads**

Unusually sized loads could contact obstacles.

- Before travelling with a wide load check that both sides of the access way are free of obstacles.
- If it is necessary to travel with the load in an elevated position, then the load should be secured to the forks and only lifted for the minimum time necessary to clear the obstacle. Before lifting, check that there is sufficient headroom over the distance to be travelled. On these occasions, another operator should assist the driver.
- Persons guiding the driver should keep at a safe distance from the machine and its load and never stand underneath the elevated forks.

- **Moving cylinder bundles**

When used for handling cylinder bundles there is a risk of moving them when still connected to the gas manifold.

- When moving cylinder bundles from manifolds, make sure that they have been disconnected.

- **Hazard of a FLT and load**

If a fork lift truck is not used in a safe manner, it might be very hazardous.

- Loads should only be left in proper storage areas and not allowed to obstruct ways, emergency exits or firefighting equipment.
- Always park safely with the forks lowered. Remove the ignition key. Chock the wheels when necessary (slope).
- A FORKLIFT TRUCK MAY ONLY BE DRIVEN BY A PROPERLY TRAINED AND CERTIFIED DRIVER.

Appendix 1 – Fork Lift Trucks – Test Questions

Tick the correct answer (s) or write in the blank spaces as requested.

1. Tick three actions that should never be done with a Fork lift truck:
A. Carry passengers
B. Travel down a ramp driving backwards
C. Hoist on uneven ground with the mast tilted away from vertical position
D. Raise or lower the load while moving
E. Load and unload cylinder pallets
2. When travelling, the forks should be raised just enough to clear any obstructions due to unevenness of the ground. The load should be carried as low as possible; to maintain maximum stability the forks should be raised no more than approximately ...
A. 300 mm
B. 50 mm
C. 150 mm
D. 500 mm
3. Write down two routine checks of the Fork lift truck, that must be done by the driver before starting work:

4. Who are allowed to drive a fork lift truck?
A. All the employees of the plant
B. The properly trained and certified employees
C. The employees with driving lessons
D. People from distribution department
5. Batteries for electrically powered Fork lift trucks should never be inspected near a naked flame or while smoking.
A. True
B. False
6. Identify the precautions which a Fork lift truck driver should take when finishing work:
A. Park with the forks lowered
B. Park with the forks up to make them easily seen
C. Remove the ignition key. Chock the wheels
D. Key must be kept in the truck to help next driver
7. Regulations require periodic inspections which must be documented.
A. True
B. False
8. The maximum speed when driving a fork lift truck on your site, is:
A. 10 km/h
B. 50 km/h
C. 15 km/h
D. 30 km/h

Appendix 2 - Fork Lift Trucks – Test Answers

1. A; C and D
2. C
3. Check tyre condition, Oil levels, Brakes, Steering, etc.
4. B
5. A
6. A and C
7. A
8. A (*to be defined by each company*)