CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION

APPROVED BY: Corporate Management Team

DATE: June 12, 2003

PROCEDURE # COH-RQ-WI-011

POWERED INDUSTRIAL FORK-TRUCK OPERATIONS

1. Pre-trip Requirements:
   a) All lift trucks are to be inspected by the operator, prior to use. An Inspection log shall be filled out by the first driver of the day and initialled by all subsequent drivers that day.
   b) If, at any time a lift truck is found to be in need of repair, defective, or in any way unsafe, the unit shall be taken out of service until repairs are complete.
   c) No lift truck shall be operated with a leak in the fuel system. Any unit suspected of leaking shall be tagged out of service until repairs can be made.

2. Fuelling Requirements:

   LPG Procedures:
   a) Stop the vehicle in fuel storage area. Shut off the machine with forks down, in neutral and set the brake.
   b) If not out of fuel, follow step a), but leave the engine running. Turn the valve on the tank off completely and allow engine to run out of fuel. When vehicle runs out of fuel, turn off ignition.
   c) With the LPG tank valve closed, remove the fuel hose from the tank.
   d) Remove the empty tank and replace with a full tank using good lifting techniques. Ensure that tank position allows proper connection for the fuel hose and that straps can be fastened securely. Connect the fuel hose to the full tank. **HAND-TIGHTEN ONLY!** Open the valve and check for leaks, both visually and audibly.
   e) Place empty tank in the correct location.

   Battery Connect/Disconnect:

   **Connecting procedures**
   a) Park and secure vehicle with the ignition switch turned off and the battery lead disconnected.
   b) Make sure battery charger is turned off and is the proper voltage (check the name plate for proper voltage).
c) If applicable, open any vent doors to the battery compartment.

d) Check the battery and charger leads for corrosion, and inspect the cable for condition.

e) Connect the charger lead to the battery.

f) Turn the charger on (per manufacturer direction) set the charger for the type of charge desired, if necessary.

g) If charging meter needle fluctuates, immediately discontinue charging and contact the unit supervisor.

**Disconnecting procedures:**

a) Make sure the ignition switch is in the off position.

b) Make sure the charger is off.

c) Close the vent doors, if applicable.

d) Disconnect the battery charger from the lead and store properly.

e) Connect the battery lead to the motor lead.

f) Check the battery charge meter.

**Gas/Diesel Fuelling Procedures:**

a) No Smoking!

b) Lower forks, controls in neutral, set brakes and shut off all power.

c) Fuel according to manufacturer's recommendations.

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3. **Rules of the "Road":**

1) All traffic regulations shall be observed, including stopping at Stop signs, and slowing down for caution signs.

2) A safe following distance (~3 truck lengths) shall be maintained from the vehicle in front.

3) Pedestrians have the right of way and all fork lift truck drivers shall yield to foot traffic.

4) Do not pass a fork lift truck or Cushman cart traveling in the same direction as your vehicle.

5) All grades shall be ascended, descended slowly. When ascending or descending grades in excess of 10% loaded trucks shall be driven with the load upgrade. The load shall be tilted back and forks must be in a raised position, only as far as necessary, to clear the road surface.

6) Under all conditions, the truck will be operated at a speed that will allow the unit to be brought to a stop in a safe manner.

7) Stunt driving and horseplay shall not be permitted or tolerated.

8) All drivers shall be required to slow down for wet and slippery floors.
9) Dock plates shall be properly secured before they are driven over. Drivers are expected to visually inspect dock plate condition and position before use.

10) All trailer, flatbed and delivery truck floors are to be inspected for hazards, by the driver, before a forklift is driven onto them.

11) Exiting and entering trailers at the loading dock shall be done so with extreme care and slowly.

12) All trailers shall be chocked before a forklift truck enters. NO EXCEPTIONS!

13) Running over loose objects/debris on the roadway surface shall be avoided.

14) All corners shall be negotiated at a reduced speed and with due care by the vehicle operator.

15) The driver shall have a clear view of the path of travel, while in motion.

16) No running vehicle shall be left unattended. The driver shall take the keys whenever he/she leaves the vehicle, regardless of the length of time or purpose for leaving the vehicle.

17) No forklift shall carry passengers.

18) No one will be permitted to stand or pass under the forks, whether loaded or empty.

19) Drivers will keep all arms and legs within the uprights of the mast, while operating a forklift.

20) No vehicle in need of repair shall be operated.

NOTE:
Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton disciplinary procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, management is advised to consult with Labour Relations