

2600SEG111
SAFETY STANDARD FOR THE USE OF FORKLIFTS

APPENDIX B SAFETY PROCEDURES

1- Handling:

- Strictly persons certified by RHSI shall be authorized to operate forklifts.
- Prior to operating a forklift, verification that it is cleaned, free from dirt and grease or oil excess shall be conducted. Forklifts shall not be cleaned with any kind of fuel whatsoever.
- The daily forklift inspection form shall be filled, used and handed to the supervisor.
- Forklift operators shall utilize adequate personal protection equipment for the type of working conditions of the job performed.
- When the forklift unit includes a safety belt, the belt shall be used.
- Speed limits established for the area shall be observed.
- Operators shall keep every part of their bodies inside the forklift.
- Passengers are not allowed when the forklift is operating.
- Forklift lights shall be used whenever the lighting in the area is deficient.
- The area where the forklift shall operate shall be inspected to avoid cracks, protuberances, level differences, wooden blocks or nails.
- The operator shall make sure that other workers and visitors are far whenever load is being lifted or deposited, or the forklift is moving.
- No person shall ever be allowed to stand or walk under the fork.
- Forklifts shall not be parked in ramps. Should it be necessary, the front wheels shall be blocked.
- Approval by the manufacturer and the Inspector shall be required in order to modify the forklift.
- When the forklift is unattended, the cargo shall be at ground level, the gears in the neutral position, the engine shall be turned off and the emergency break activated. A forklift is considered to be unattended when an engine is on and the operator is located in a position where he cannot see the equipment, or when the operator is 25 feet or more away from the forklift.

2- Load lifting and handling:

- Only loads within the capacity limit of the equipment shall be handled.
- Place the load in such a way that it is stable and its gravity center is in the fork. When handling loads composed by several parts (e.g., several boxes or bales), the load shall be secured if it is not baled with metallic or plastic bands, or plastic wrappings.
- Forks shall be kept as low as possible when transporting loads.
- A clear vision of the place towards which the forklift is moving shall be maintained at all times. Should the load obstruct visibility, operate the forklift in reverse or use other person's aid to guide you.
- Never lift or drop a load while the forklift is moving.
- Utilize the horn to warn others of your presence, particularly when you are circulating with a load.
- Reduce speed at all sharp bends and stop at corridor intersections. Proceed with caution at all times.
- Should combustible or flammable loads be transported use the appropriate forklift (Appendix 1).

3. Combustible load



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- Smoking is not allowed when handling combustible materials.
- The use of cellular phones, radios, or other equipment that may produce sparks or open flames is not allowed.
- The engine must be off whenever loading the forklift with fuel.