



Lift Truck Safety Program

The following lift truck safety program contains information taken from the Occupational Health & Safety Act and guidelines established by CESafety. Please follow these guidelines in order to safely operate your lift truck.

Guidelines and Safety Rules

1. No person shall operate a lift truck unless they have been properly trained, certified and licenced by an instructor or a competent person who has been authorized by his/her employer to perform such training. All drivers will keep their lift truck licence on them when operating the lift truck. Licences are to be renewed every three years or more often at the employer's discretion.
2. If an instructor or a competent person is training you, then you may operate the lift truck under their supervision.
3. Always wear the personal protective safety equipment that has been established by your employer. I.E. Safety glasses, steel-toed footwear, gloves.
4. Before any person begins to use a lift truck, they must first complete the daily check sheet. If another worker has already completed the daily check sheet, the second driver will re-check it and initial the bottom of the sheet to indicate that they too have performed an inspection. Inspect the fire extinguisher on your lift truck each month.
5. Any defective conditions of the lift truck are to be reported immediately to your supervisor and if the lift truck has been deemed unsafe to operate, remove all keys and lock them away in the designated place. Place a sign on the lift truck indicating that it is unsafe to use and disengage the battery.
6. Every driver of the lift truck will be totally familiar with its operation and aware of the load capacity. Except for the purpose of a test of the material handling equipment, no lift truck shall be loaded in excess of its maximum rated load.
7. Your lift truck shall be thoroughly examined by a competent person, usually a company who does service on the lift trucks, at least once per

year. It also shall have a cab, screen, canopy guard or other adequate protection for the operator where the operator may be exposed to the hazard of falling material.

8. Your lift truck shall be operated in such a way that no part of the load passes over any worker, where a worker may be endangered by the rotation or uncontrolled motion of a load, one or more guide ropes is used to prevent rotation or other uncontrolled motion, and when its load is in a raised position the controls are attended by an operator.
9. Your lift truck must have limit switches on it for the safety of the worker and they shall automatically cut off the power and apply the brake; and not be used as an operating control unless designed for such use, in which case a second limit switch shall be located behind the control limit switch. CE safety recommends having a five-pound ABC fire extinguisher mounted on the lift truck and each driver trained on its use.
10. Your lift truck shall be used to support, raise or lower a worker only when, (a) the worker is on a platform, has a safety harness and has been trained and certified in fall arrest safety training (i) equipped with adequate safety devices that will automatically prevent the platform and load from falling if the platform's normal support fails, (ii) suspended from a boom that does not move, and the person is attached to a separate lifeline suspended from the boom or a fixed support capable of supporting at least four times the weight of the worker, or (iii) attached to a mast, or boom which, (A) is hydraulically or pneumatically operated, and (B) is equipped with a safety device that will prevent free fall of the platform in the event of a pressure line failure; (b) where the equipment is not designed for the specific purpose of hoisting personnel, the load applied to the crane, lift truck or similar equipment is less than one half the maximum rated load; (c) the platform has a sign indicating the load described in clause (b); (d) where controls are provided at more than one location, (i) each control station is provided with means whereby the operator can shut off power to the equipment, and (ii) interlocks have been provided so that only one station can be operative at any time; and (e) except when the controls are operated from the platform, the controls are attended and operated by another worker.
11. Never allow a worker to stand on the forks of the lift truck, be elevated on the forks or stand underneath elevated forks.
12. When lighting conditions are such that its operation may be hazardous, the lift truck shall have headlights and tail lights that provide adequate illumination.

13. If there is a potential danger of the operator being exposed to the hazard of falling material, the lift truck must have a screen or canopy guard adequate to protect the operator installed on it.
14. Where the operator of a vehicle, mobile equipment, crane or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load, the vehicle, mobile equipment, crane or similar material handling equipment shall only be operated as directed by a signaller who is a competent person and who is stationed, (a) in full view of the operator; (b) with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and (c) clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load.
15. A vehicle left unattended shall be immobilized and secured against accidental movement.
16. Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.
17. Never enter a van or railway car unless you have ensured that it has been properly chocked, a jack has been placed in its proper position or that the van has been locked in place.
18. Always inspect the route you will be traveling ahead of time for debris, potholes or anything that may cause your load to become unstable. Clean the floor of the van before loading it if any debris is found on the floor.
19. Inspect the floor of the van you are about to enter to ensure that the floor is safe to drive onto.
20. Please review the safety guidelines for battery charging before performing this task.
21. Wear leather gloves when handling propane cylinders. If you suspect a propane cylinder is defective, report it immediately to your supervisor and secure it in an outdoor location.