BCTS Provincial Safe Work Procedure #12  
Forklift Operation

<table>
<thead>
<tr>
<th>Key Hazards</th>
<th>Applicable Safety Equipment</th>
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| • Tipping hazard of machine  
• Contact with persons(s) with machine, load and or a combination of machine and load and rotating parts.  
• Mechanical failure  
• Operator competency  
• Poor visibility  
• Improper loading or overloading  
• Improper refuelling techniques  
• Lack of emergency preparedness | • Hard hat, high visibility safety vest  
• Safety glasses  
• Hearing protection  
• Gloves  
• Appropriate footwear  
• First aid equipment  
• Fire extinguisher  
• Radio or phone communications  
• Operator’s manual |

**PROCEDURES**

1. Only authorized and trained workers shall operate the forklift.
2. Determine that the forklift is the proper equipment to use for the job or operation.
3. The operator will conduct and document a pre-trip inspection and submit to appropriate personnel.
4. Where necessary conduct pre-work meeting between operator and helper of task at hand.
5. No passengers permitted in or on the forklift while in operation.
6. If the forklift is found to be unsafe or in need of repair then the forklift will be “tagged out of service”.
7. Traffic in and around the work area shall be controlled by the operator and/or helper.
8. Utilize help when necessary in congested and or confined areas.
9. Helper to maintain communication with operator at all times.
10. Be familiar with operator’s manual for particular piece of equipment that will be used.
11. Don’t leave machine running and un-attended.
12. Wear seat belts at all times.
13. Upon completion of use ensure forks are down, parking brake is on and keys removed.
14. The operator shall ensure the forklift is within the safe working load.
15. The operator shall ensure the working running surface is safe and appropriate for the machine and load being transported.
16. Ensure equipment is routinely inspected.

**EQUIPMENT MAINTENANCE**

1. Conduct all regular scheduled maintenance in accordance with owner’s manual.
2. Any collisions with the forklift will result in work stoppage and an assessment of the equipment to ensure safe operation.

May 1, 2015