









Safe Job Procedure – Operating a Forklift SJP-001

Preparation: Safety Specialist	Approval Authority: Senior Management	Issuing Dept: Safety
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DO NOT use this machine unless you have been trained in its safe use and operation.

Description of Work:	Using a Forklift
	Potential Hazards: Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing, electricity, ergonomics, noise, vibration, slips, trips or falls and fire and explosion.

Personal Protective Equipment (PPE) Required

						
Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

GENERAL:

To ensure that Diversified Staffing employees are protected from the hazards associated when operating a forklift.

PROTECTIVE MECHANISMS:

- Personal Protective Equipment (PPE) - Part 18 OH&S Code
- Training & Certification
- Manufacturers Specifications
- Emergency Response Plan (ERP)

SELECTION AND USE:

- As per the job requirement
- OH&S Legislation – Part 19 (Powered Mobile Equipment), Sections 283-288

SUPERVISOR RESPONSIBILITY:

- To facilitate and/or provide proper instruction to their workers on protection requirements
- Selection of Equipment
- Hazard Assessment
- Work Site Inspection

	Industry Type:	Warehouse, Construction
	Initial Issue Date:	June 30, 2017
	Revision No:	
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<p>Safe Work Procedure Checklist:</p> <p>1. PRE-Operation:</p> <ul style="list-style-type: none"> ▪ Ensure operator is licensed to operate the specific type of equipment. ▪ Perform Pre Start Hazard Assessment Checklist. ▪ Report any faults to your supervisor. Do not operate forklift if any faults are found and isolate forklift by using a Lock-Out/Tag-Out system. ▪ Ensure that the area of operation is clear of debris and the surface is stable and even. ▪ Enter the forklift ensuring the operator maintains three points of contact at all times. ▪ Fasten the seatbelt if equipped. <p>2. Operation:</p> <ul style="list-style-type: none"> • Tines must be down if the forklift is not carrying a load • Avoid excessive speed. • Drive smoothly, refraining from excessively rapid acceleration and quick stops. • Ensure the load is balanced and can be safely lifted. • DO NOT exceed the carrying capacity of the forklift. • When moving, the load should not be raised more than necessary to maintain reasonable clearance from the ground. • Ensure that the operator has a clear line of sight either by driving in reverse or having a spotter. • Restrict pedestrian movement in the work area during operation. • If working outside operator should ensure his/her eyes adjust to the different light levels when moving inside. • NEVER carry passengers. <p>3. POST-Operation:</p> <p>Lower the load or tines stop the vehicle and apply the park brake (if applicable) and turn off power/ignition.</p>
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NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

Controlled by: Safety Specialist	Revised: June 28, 2017	Approved by: Senior Management	Path: P:\Corporate\Safety Docs\Safe Job Procedures (SJP's)
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