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**TAILGATE/TOOLBOX SAFETY TRAINING**  
Safety Services Company-Safety Meeting Division,  
PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

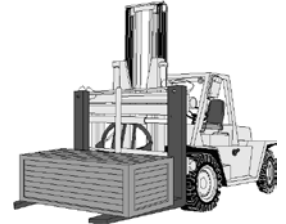
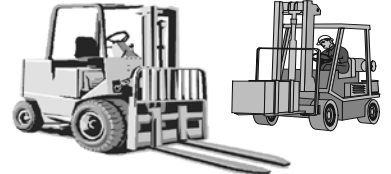
### Topic 3: Forklift Safety (Part A)

**Introduction:** In one form or another, forklifts are one of the most common vehicles around a workplace. Although they are very useful equipment, forklifts are guilty of being involved in many serious injury accidents, mostly due to improper, careless operation.

**OSHA Requirements** — cover regulations for equipment of this type. Vehicles may be referred to as: Forklifts, high-lift trucks, fork trucks, low-lift trucks, cantilever trucks, motorized hand/rider trucks, and etc. OSHA estimates that because of unsafe forklift operations, more than 100 people are killed, and nearly 95,000 are seriously injured every year. **Primary causes for fatal or serious accidents are:**

- 1) Vehicle tip-over's
- 2) Being crushed between the vehicle and another surface
- 3) Getting struck by the vehicle
- 4) Being hit by falling material from a dropped load
- 5) Falling from a platform on the forks
- 6) Running the forklift off a loading dock, ramp, or other surface

**These accidents are caused by operator errors.** Well trained drivers have very few mishaps. All drivers must complete training and be evaluated before they're allowed to operate a fork-truck without direct supervision. They must be re-evaluated every 3 years. Re-training can be triggered by having an accident, near misses, re-assignment to different equipment or workplace, or observations of unsafe operation. All employers must certify that each of his operators has been properly trained and is competent to operate the forklift in a careful, safe manner.

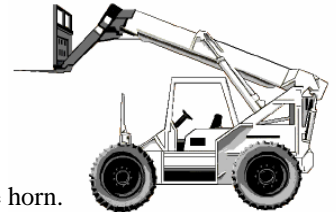


**Basic Forklift Operations:** Always use 3-points of contact when climbing on and off the forklift.

- Always connect your seat belt (where applicable) before operating the forklift.
- Do not allow anybody underneath raised forks, regardless whether forks are loaded or empty.
- Handle only loads that are stable and safely arranged; secure palletized material as needed.
- Do not handle loads in excess of the trucks or any attached component's rated capacity.
- Always place forks under the load as far as possible when lifting; then stabilize by slight rearward tilting of the mast.
- Do not tilt mast forward unless setting the load down.
- Overhead and back guards must be in place to protect operator from risk of falling loads.
- Use only safety platforms to lift people.

**When traveling in the forklift, follow these safety rules:**

- Approval by a competent person is needed to operate equipment in a hazardous location; most accidents occur while moving.
- Watch where you are going and keep a clear view. If the load obstructs your view, drive in reverse with load in rear.
- Never drive up to anyone standing in front of fixed objects.
- No riders allowed unless vehicle is specifically designed for a passenger.
- When carrying a load, keep it as low as possible. Raise fork only as needed to clear road surface.
- Always keep to the right in 2-way traffic.
- No speeding; slow down on wet, slippery surfaces and when turning
- Keep vehicle under control at all times to ensure and maintain safe stopping capability.
- When approaching or crossing obstructed vision locations, or blind spots, slow down and sound the horn.
- Be sure of sufficient clearances to overhead obstructions such as lighting fixtures, pipes, conduit, or ductwork.
- Stay within rated capacities of dock boards, bridge plates, or any other elevated structures.
- Always make sure structures are secure before driving on them.
- Keep a safe distance from the edges of docks, ramps and platforms.



**Conclusion:** Never allow horseplay or stunt driving with a forklift; use good sense and caution to operate forklift equipment safely.

### Work Site Review

Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

Personnel Safety Violations: \_\_\_\_\_

**Employee Signatures:**

*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*

_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.