

20 safety rules for working with forklifts



1 Use a checklist to check the forklift every day before starting work. Do not use a forklift that is damaged or not safe to operate.



2 Comply with the safety rules, warning signs and exclusion zones for forklifts. Look out for pedestrians when you are near paths and walkways and reduce your speed.



3 When reversing, keep loads at an angle close to the ground, as this will improve stability and help you see better.



4 Do not allow anyone to ride with you on the forklift, as this could cause an accident. Forklifts are only intended for the transportation of goods.



5 Do not lift anyone on the prongs without a special safety platform, as they could slip and injure themselves.



6 Do not set off too abruptly or brake too hard. Excess speed and sudden changes of direction can also cause accidents. Drive carefully even when not carrying a load.



7 Do not allow anyone to walk under the raised load. Ensure that nothing can fall on pedestrians.



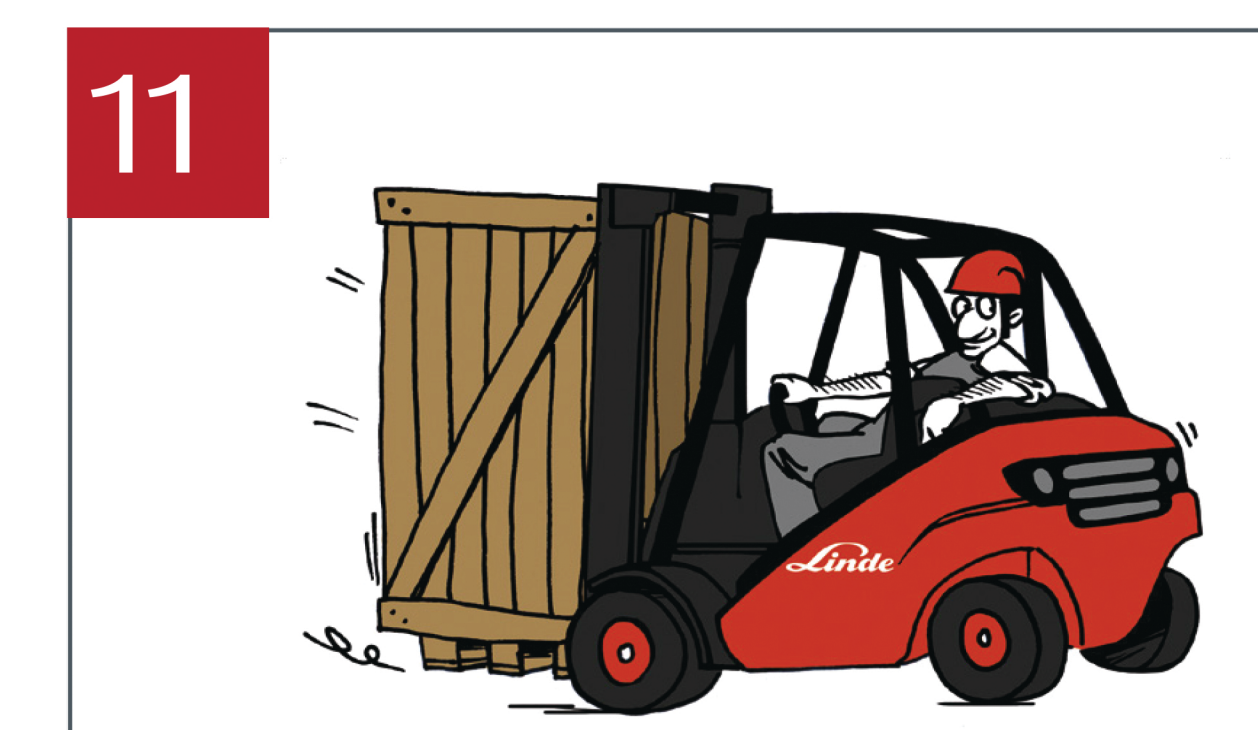
8 Always store the load at the front when driving up a ramp and at the back when driving down a ramp. Never drive downwards with the load at the front.



9 Never turn on a ramp. This could cause a serious accident, as the forklift could tip over and fall down. You must be particularly careful when driving on ramps.



10 Ensure that the load is secured properly and do not transport anything at a height greater than the forklift's load protection grid. Falling goods could injure you and others.



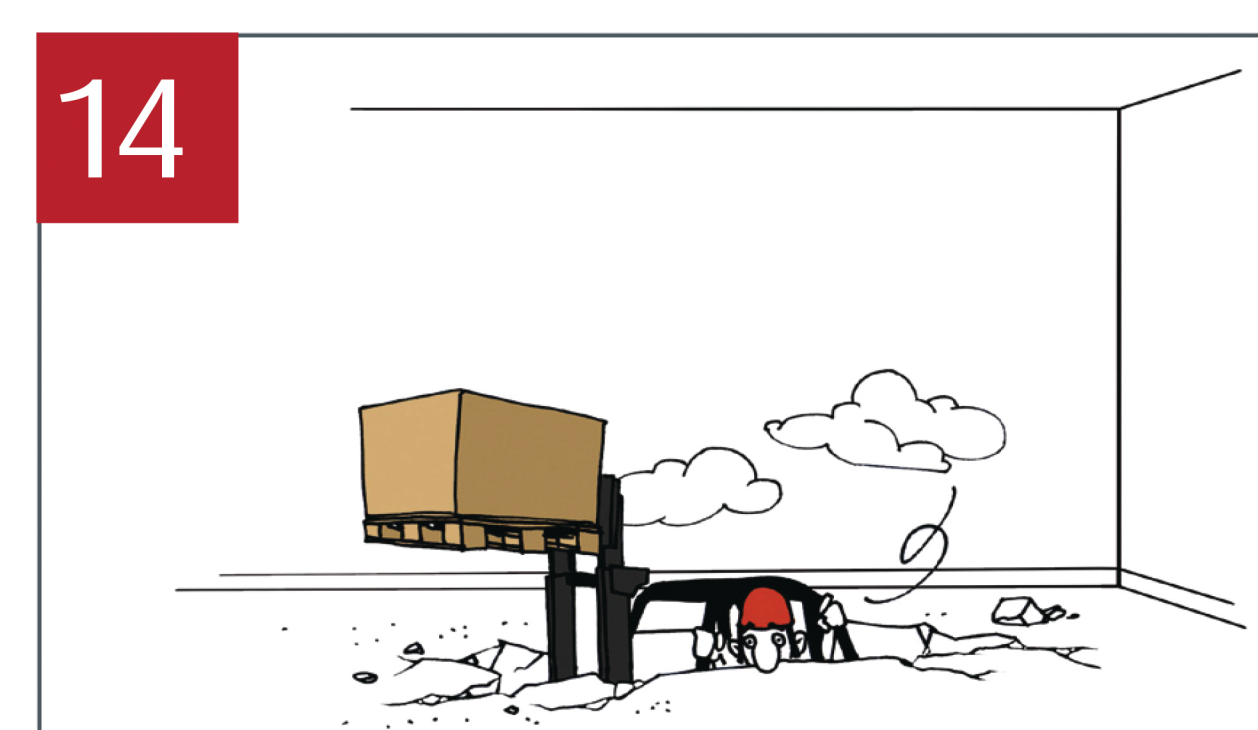
11 Never drive forwards if the load is blocking your view. Always drive backwards under these circumstances. Remember the rules for driving on a ramp.



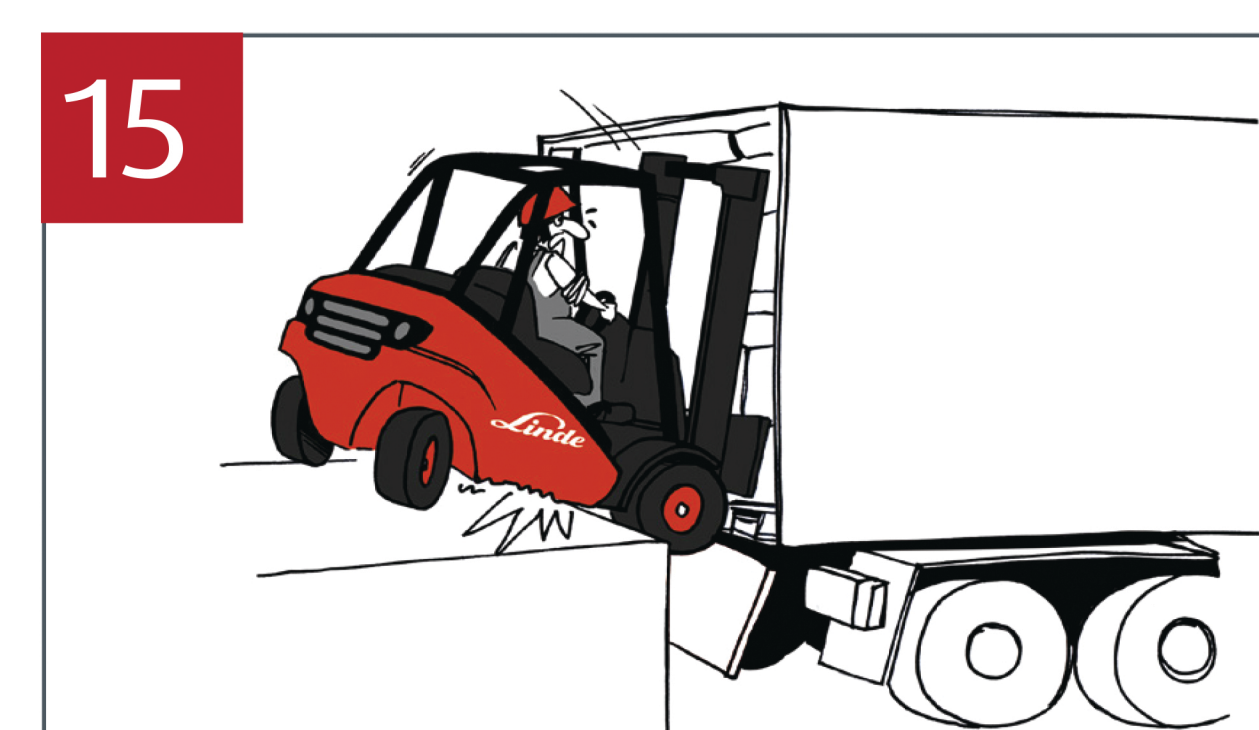
12 Make sure that the loads are stacked securely and are positioned in the centre of the forklift. Drive particularly carefully when you have a bulky load.



13 Never overload the forklift and do not add any additional weights. Never exceed the permissible lifting capacity, as this is a frequent cause of accidents.



14 Pay attention to all signs relating to permissible floor load and clearance. You should also pay attention to other traffic signs and keep an eye out for pedestrians.



15 Think about load capacity when driving on contact plates. They must be capable of holding the forklift and the weight of the load. Contact plates must be secured sufficiently.



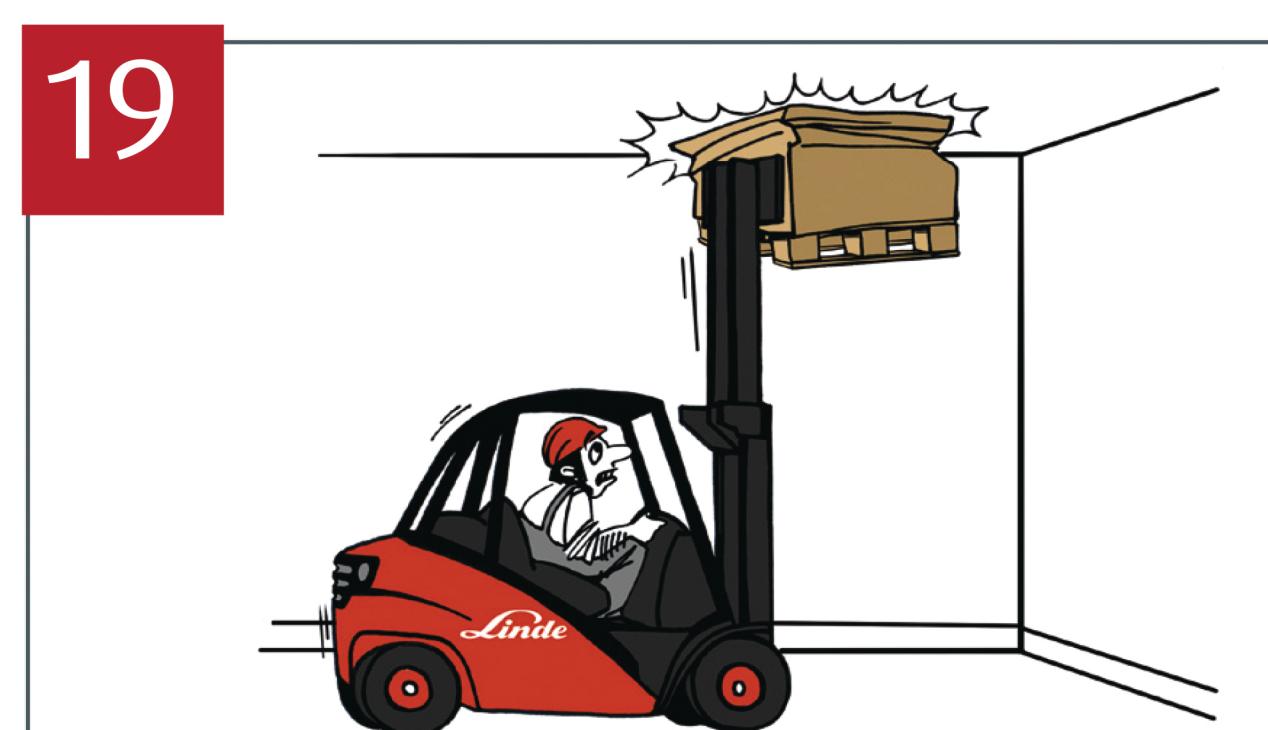
16 The forklift must only be operated from the driver's seat. All parts of the body must remain within the driver's cab. Never let your hands or feet dangle outside the forklift when driving.



17 Keep at an appropriate distance from other forklifts, as you would when driving on the road. You must always maintain a safe braking distance.



18 The driver must be in control of his/her forklift at all times. Drive carefully with full concentration. Never leave the forklift with a load raised in the air.



19 Never drive with a load high up in the air. It could fall and damage your environment. Look out for obstacles.



20 When parking the forklift in its allocated space, please remember the following instructions: lower the prongs, angle the forklift mast forwards, apply the parking brake and remove the key.

TOTAL
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FORKLIFT OPERATOR
SAFETY GUIDE

Steps to
TOTAL Safety