

Safety meeting blueprint

✓ Meeting Topic: Forklift safety

✓ Today's Date: _____

✓ Attendee Signatures:

You might not be too surprised to learn that forklifts can be dangerous. But did you know that about 100 employees are killed and 20,000 workers are injured by forklifts every year in the U.S.?

That's one reason you want to maintain your safety focus while operating forklifts.

Before starting a forklift, plan your route. Don't just haphazardly begin driving without first knowing where you're going. Once you have a plan in mind, check that the route is clear of obstructions.

And if you'll be operating the forklift in an enclosed space or the vehicle will be emitting fumes, verify that the area in which you'll be using the truck is well-ventilated.

Forklift operation

Before using your forklift, be aware of the lifting capacity of the vehicle. If necessary, refer to the data plate on the truck. If you're not sure where to find the plate, check the owner's manual or ask your

supervisor. Remember: Never lift any load weight greater than 90% of a truck's lifting capacity.

Stack the load so it doesn't block your view. If you have no choice but to drive with a load blocking your view, operate the vehicle in reverse, but look in the direction of travel so that you can see where you're going.

When you get into your vehicle, don't forget to put on your seat belt. And while operating the forklift, refrain from driving any faster than walking speed. Also, keep both hands on the steering wheel at all times.

Pedestrian safety

It's important to prevent anyone from entering the area in which you're operating the forklift. Use a barrier to set up an exclusion zone to separate the forklift operating work area from spaces where people may be.

If someone wanders into your path of travel, use your horn, flash your lights and make eye contact with the pedestrian to make sure the person is aware that you're nearby. Don't proceed until

you're certain the pedestrian knows of your presence.

When you reach intersections, blind corners, doorways, or narrow aisles, honk your horn. In addition, regularly look at your mirror to see around corners and to check if anyone is nearby.

(What safety precautions should you follow when other forklifts are being operated nearby?)

Maintain a safe following distance from other vehicles. Keep in mind that it takes 22 feet at 10 mph for a forklift to come to a complete stop on a dry surface.

If the surface is slippery or uneven, be extra aware of your surroundings and lower your speed even more.

Dismounting

Before dismounting the forklift, check that all the controls are shut off and the transmission has been put in neutral. Ensure that the brake is set, the motor is turned off and the forks are fully lowered to the ground.

Thanks for your attention. And remember, let's stay safe out there!

(See next page for test)

Safety meeting blueprint: Test your knowledge

Meeting Topic: Forklift safety

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| <p>1. If you don't know where to find the data plate on a forklift, you should ask your supervisor for help. True or False?</p> <p>2. Before dismounting a forklift, ensure that the</p> <p>a. Parking brake is set and the motor is turned off
 b. Parking brake is set and the motor is turned on
 c. Controls are turned on
 d. None of the above</p> <p>3. What should you look at to check a forklift's lifting capacity?</p> <p>a. The length of the forks
 b. The data plate on the vehicle
 c. The size of the tires
 d. None of the above</p> <p>4. While operating a forklift,</p> | <p>you should refrain from driving any faster than walking speed. True or False?</p> <p>5. You shouldn't lift any load with a weight greater than what percentage of a forklift's lifting capacity?</p> <p>a. 9%
 b. 30%
 c. 60%
 d. 90%</p> <p>6. What should you do before starting a forklift?</p> <p>a. Honk the horn five times to let everyone know what you're up to
 b. Tell your coworkers that you'll be busy for a while
 c. Plan your route
 d. None of the above</p> <p>7. About how many workers</p> | <p>are killed by forklifts every year in the U.S.?</p> <p>a. 10
 b. 100
 c. 1,000
 d. 20,000</p> <p>8. If someone wanders into the path of travel of a forklift, you should</p> <p>a. Honk the horn
 b. Flash the lights
 c. Make eye contact with the pedestrian
 d. All of the above</p> <p>9. About how many workers are injured by forklifts every year in the U.S.?</p> <p>a. 100
 b. 2,000
 c. 20,000
 d. 200,000</p> <p>10. What should you do</p> | <p>before operating a forklift in an enclosed space?</p> <p>a. Verify that the area is well-ventilated
 b. Drive in reverse
 c. Lower the forks to the ground
 d. None of the above</p> <p>11. About how many feet are required for a forklift to come to a complete stop on a dry surface?</p> <p>a. 10 feet at 22 mph
 b. 22 feet at 10 mph
 c. 11 feet at 12 mph
 d. 12 feet at 11 mph</p> <p>12. You don't need to keep both hands on the wheel while operating a forklift because newer models have power steering that allows for easy operation. True or False?</p> |
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Test your knowledge: The answers

1. True. If you're having trouble finding the forklift's data plate to learn the vehicle's lifting capacity, you can check the owner's manual or ask your supervisor for assistance.
2. a
3. b
4. True. And if the surface is slippery or uneven, you should decrease the speed of the truck even more.
5. d
6. c
7. b
8. d
9. c
10. a
11. b
12. False. Don't forget to keep both hands on the wheel at all times, no matter what type of forklift you're operating.