



Forklift Safety

Forklifts move quickly and can pose a hazard to those operating or working around them. Be mindful of your surroundings, and remember these safety tips.

When working around a forklift:

- Pay attention, and stay clear when a forklift is in motion.
- Work in designated pedestrian areas only.
- Avoid taking shortcuts through traffic areas.
- Let the forklift operator know when you are working in the area.
- Never engage in horseplay around a forklift.
- Do not help move unstable loads; if the load falls, you could be seriously injured.
- Do not get too close to an operating forklift; you could get caught between it or under it.

When operating a forklift:

- You and your employer are responsible for the safe and proper use of the equipment.
- Read the manufacturer's instructions before operating or performing maintenance on the equipment.
- Ensure the audio and visual backup signals are working properly.
- Wear a seat belt.
- Inspect the tires and brakes before each use.
- Always be aware of the forklift's capacity, and NEVER exceed the limit.

Discussion questions:

1. Is it safe to step in front of an operating forklift?
2. Why should people be kept away from moving forklifts?
3. Is it safe to exceed the maximum weight of a forklift when moving materials?
4. Why should the load be stable before moving?
5. Why is it dangerous to engage in horseplay around a forklift?

Meeting note:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record: Date: _____ Jobsite/Facility: _____
 Trainer: _____ Title: _____

Employee name (print)	Employee name (print)
/ (signature)	/ (signature)
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(Continue recording signatures on a separate sheet of paper)



Forklift Safety

Be Safe! Follow these rules:

1. The operator should be the only person on the forklift. Move materials, not people.
2. Be aware of your surroundings. Listen for horns, and look for flashing lights.
3. Never walk under an elevated load.
4. Be careful! Do not trip over the forks when a forklift is lowered.
5. Use the forklift to lift material, not people.
6. Stay in designated walkways. Let the forklift operator know when you are working in the area.
7. Do not walk too close to an operating forklift; you could get caught between it or under it.