Policy Name: **POWERED INDUSTRIAL TRUCKS (FORKLIFT) TRAINING & SAFETY**

Policy Applies to: **All Associates, Contractors, Temporary Associates**

Prepared by	**Effective Date**
Training & Safety	December 28, 2023

1. Purpose

All locations using Powered Industrial Trucks (Forklifts) shall ensure all operators are trained and certified in the safe operation of forklifts in accordance with this policy, the manufacturer's recommendations, and OSHA Regulation 1910.178. Furthermore, these devices must be maintained in accordance with the manufacturer's recommendations and sound safety practices.

2. Responsibilities

a. Corporate Leadership is responsible for:
   i. Ensuring compliance with this policy as well as rules and regulations;
   ii. Ensuring adequate resources are available to comply with the aforementioned;
   iii. Reviewing this policy at least annually

b. Location leadership is responsible for:
   i. Ensuring forklift only operated by trained and certified operators;
   ii. forklift inspected and maintained in safe operating condition;
   iii. investigating any forklift incidents; and
   iv. conducting periodic forklift operator observations.

c. Personnel that operate equipment are responsible for:
   i. Performing equipment pre-operational checks;
   ii. maintaining current operator certification;
   iii. reporting any incidents and near-misses to location leadership; and
   iv. operating forklift in a safe manner.

3. Scope and Application

This policy applies to all PODS forklift operators, whether corporate associates or temporary associates, (full time and part time) that operate forklifts as part of their duties. This Policy sets forth certain guidelines for associates to adhere to with regard to training, inspections, and incident reporting.

This Policy will be reviewed periodically and amended from time to time as necessary to reflect any changes in regulations or business requirements.

Where state law requires, Associates are responsible for maintaining a valid Hoisting Operator's License. State license must be obtained within 90 days of hire. Failure to receive license within timeframe, will result in termination.

4. Definitions:

a. *Forklift* - refers to a forklift or item of equipment with lifting forks as an attachment, for the purpose

of this document Forklift and Powered Industrial Truck can be used interchangeably.

b. *Qualified trainer* - a person that has the knowledge, training and experience to train forklift operators and evaluate their competence.
c. *Certified operator* – one who has completed all training and practical evaluation and been deemed certified by PODS.
d. *Trainee* – an associate who is not certified but is authorized to operate a forklift under the direct supervision of a qualified trainer or certified operator.
e. *Inspection record* – Electronic records of pre-shift inspection will be maintained in designated third-party application.

5. Forklift Training

a. All associates who operate forklifts shall be trained in the safe operation of each specific forklift (Make and Model) they will operate. This training must be provided by a qualified trainer. According to OSHA regulation 1910.178(l)(2)(ii) This training will include, but not be limited to:
    i. Forklift Operator Safety Training Course – This fulfills the OSHA classroom training requirement via online course which is found on PODS Learning Management System (LMS).
    ii. Forklift Operator's Pre-Shift Inspection via DVIR – Forklift training module in PODS LMS for each make and model that will operate (Hyundai, Yale 210 and Yale 175-190).
    iii. Forklift Operator Evaluation Form (Figure 4.1)
    iv. Forklift Operator Evaluation Skill Requirements (Figure 4.2)
b. Trainee operation of a forklift must be under the direct supervision of a qualified trainer or certified operator in an area that does not endanger the trainee or other associates.
c. All training requirements must conform to OSHA regulations. All documentation will be maintained in the LMS and provided upon request.
d. Each location shall maintain a current list of certified forklift operators with expiration date, on their safety/bulletin board.
e. Forklift Certifications are valid for three years (36 Months) and will be tracked by the Training Department, upon completion of all online training and receipt of the PODS Forklift Evaluation forms.
f. Recertification training must be completed when any of the following events occurs.
    i. Whenever a different make, model or control configuration type of forklift is in use in the facility.
    ii. Whenever the associate demonstrates a need for retraining (accident or evidence of unsafe operations).
    iii. Whenever there are changes in the workplace conditions/layout that could affect safe forklift operation.
    iv. Associate will complete recertification training prior to expiration of the current certification.

6. Forklift Operating Guidelines

Associates driving a forklift for PODS must adhere to the operation rules set forth below:

A. General Safe Operating Rules
    a. Seat belt to be buckled when forklift is in operation.
    b. Maintain 25 feet from all personnel while operating, if approached lower and settle load/forks and set parking brake and set controls to neutral. The only exception is an operator or driver in a cab. This is referred to as the "know zone" in Figure 4.2.

c. Operator shall drive in travel aisles and not shortcut through open areas of the warehouse.
d. No use of ear buds or headphones while operating forklift.
e. No use of electronic devices such as phones, smartphones, tablets, laptops, et cetera.
f. Operator to use 3 points of contact when entering and exiting forklift cab.
g. When there are open areas in the warehouse that expose columns to impacts, containers shall be placed adjacent to the columns to define the travel aisle and minimize column impact risk, where feasible.
h. Never drive the forklift up to anyone standing in front of a fixed object.
i. No one shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
j. No riders permitted on a forklift. Forklifts are not permitted to be used as a 'personnel lift' unless specifically designed by the manufacturer.
k. All body parts must be kept within the confines of the operator compartment during operation and at no time should arms or legs be placed between the uprights of the mast.
l. Move in the seat and/or change body positions as needed to improve visibility when handling containers at height and minimize blind spots while traveling.
m. When a forklift is left unattended, the load engaging means shall be fully lowered, controls shall be neutralized, engine shall be turned off and brakes set. Wheels shall be blocked if the forklift is parked on an incline.
n. A forklift is deemed unattended when the operator is 25 feet or more from the forklift which remains in their view, or the operator leaves the forklift and it is not in their view.
o. A safe distance shall be maintained from the edge of ramps and platforms while on any elevated dock or platform.
p. Always visually verify overhead door fully open before proceeding through doorway. Never solely rely on a mental countdown from door opener activation before proceed through doorway.
q. If clearances are tight near ceiling mounted items, coordinate with leadership restricting stack height in that area to avoid contact.
r. Be aware of differences in container heights.
s. Operator shall be aware of overhead hazards and handle load to avoid contacting overhead lights, pipes, sprinkler system, fans, heaters, bay doors, etc.
t. An overhead guard (ROPS) shall be in place and in good condition on the forklift to provide protection against falling objects.
u. A load backrest extension shall be used whenever necessary to minimize the possibility of the load from falling rearward.
v. A copy of the manufacturer's operating and maintenance manual shall be kept in a pouch or compartment on the forklift at all times so that the operator may easily consult the manual.

B. Safe Traveling Rules
a. When multiple forklifts are operating at the same facility, they shall always maintain a safe following distance of three truck lengths.
b. Forklift operator shall yield the right of way to emergency vehicles on premises during an emergency situation.
c. Forklift operator shall not pass other forklifts driving in the same direction.
d. Forklift operator is required to slow down and sound the horn at cross aisles and other locations where vision is obstructed.
e. If the load being carried obstructs forward view, then the operator shall be required to travel with the load trailing.
f. If railroad tracks are present at the facility, they shall be crossed diagonally, and forklift shall not be parked closer than 8 feet from the center of the railroad tracks.
g. Forklift operator shall look in the direction of and always keep a clear view of the path of travel.

h. Grades shall be ascended and descended slowly.
i. When ascending or descending grades in excess of 10 percent (5.71 degrees), loaded trucks shall be driven with the load upgrade.
    a. Upon determining storage center ramp is in excess of 10 percent (5.71 degrees), manager to contact Region Safety Manager to determine if exception is warranted based on overhead door dimensions and risk of building contact driving up ramp with load obstructing view.
j. On all grades the load and load engaging means shall be tilted back, if applicable, and raised only as far as necessary to clear the travel surface.
k. Under all travel conditions, the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
l. Stunt driving and horseplay shall not be permitted.
m. The operator will slow down for wet and slippery floors.
n. Running over loose objects on the operating surface shall be avoided.
o. When negotiating turns, speed shall be reduced to a safe level and turning the steering wheel in a smooth, sweeping motion.
p. Forklift operator shall not defeat or override forklift speed governor setting.

C. Safe Loading Rules
    a. Never handle more than one container at a time, whether empty or loaded.
    b. Only stable or safely arranged loads shall be handled.
    c. Caution shall be exercised when handling off-center loads (marked with a blue magnet) which cannot be centered.
    d. Always test the load by lifting no more than 1' and pausing for 10 seconds to see how container balances on forks. If the container is heavy on one side, set the container down and move forks one space to the heavy side.
    e. Containers with a blue magnet should be stored on the first level.
    f. Only loads within the rated capacity of the forklift shall be handled.
    g. The forks shall be placed under the load as far as possible and the mast shall be carefully tilted backward to stabilize the load.
    h. Be mindful of spacing between container stacks so never inadvertently catch the forks under the container behind the one being handled.
    i. As approach a stack, look at spacing of adjacent containers to assess risk of catching another container when picking a container. When in doubt, stop and Get Out And Look (G.O.A.L.) to assess risk before proceed with picking container.
    j. Extreme care shall be used when tilting the load forward or backward, especially when high tiering.
    k. Tilting forward with load elevated shall be prohibited except to pick up a load.
    l. An elevated load shall not be tilted forward except when the load is in position over a stack.

D. Safe Operation Rules
    a. If at any time the forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been restored to safe operating condition.
    b. Fuel tanks shall not be filled while the engine is running, and spillage shall be avoided.
    c. No forklift shall be operated with a leak in the fuel system until the leak has been corrected.
    d. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.

E. Personal Protective Equipment
    a. While operating the Forklift, the seat belt located in the operator's compartment shall be worn at all times.
    b. Forklift operators are required to wear
        a. safety toe footwear,

b. gloves during forklift inspection and when manually handling loads and
c. hi-visibility vest when working in the yard/warehouse.

F. Maintenance of Equipment
   a. Location managers shall ensure that all Forklifts are maintained in accordance with the manufacturer's recommendations.
   b. All maintenance and inspection records shall be maintained by the responsible department for as long as the facility operates the equipment.
   c. Preventive maintenance and inspections are to be performed by third party vendor every 250 hours or 90 days.
   d. Any Forklifts found to not be in proper operating condition, during pre-shift inspection or third-party service/inspection, shall be immediately taken out of service, visibly marked as such and reported to the appropriate manager.
      a. The Forklift may be placed back in service only after the necessary repairs have been made and/or the periodic inspection has been successfully completed.
      b. Repairs using parts other than recommended by the manufacture is strictly prohibited.

G. Filling Procedures
   a. LP Gas
      1. Follow these precautions when handling LPG Cylinders
         a. A specified area should be designated for the storage and changing of the LPG cylinders.
         b. Cylinders should always be stored in a locked cage with specific orientation to identify full and empty cylinders.
         c. When forklifts are parked overnight or for extended periods, the service valve of the cylinder must be closed.
         d. Never park a forklift near a source of heat.
         e. Always wear proper safety equipment (face shield, heavy rubber gloves, safety toe footwear, hi visibility vest) when handling cylinder and fueling forklifts.
         f. When handling LPG and relocation of a cylinder are necessary, operators should use either a rolling cart or dolly with cylinder fully secured to mitigate associate injuries and accidental incidents.
      2. LPG Cylinder Reading and Removal Procedures
         a. Follow the steps below when reading a vertical propane cylinder fuel level gauge:
            i. Cylinder must be in vertical position.
            ii. Vertical level indicator is located at the bottom of the LP Gas Fuel Level Gauge.
            iii. If fuel level gauge is in the Red "Add" section, the propane cylinder is "Empty".
            iv. If fuel level gauge is in the Green "OK" section, the propane cylinder is "Full".
         b. Follow the steps below when reading a horizontal propane cylinder fuel level gauge:
            i. Cylinder must be in horizonal level position with the ½ reading on the gauge up.
            ii. Horizontal level indicator is located at the top of the gauge.
            iii. Gauge is marked in quarters of liquid level with E or Empty to the left and F or Full on the right.
      3. Follow these safeguards when changing an LPG Cylinder
         a. Lower the forks, put truck in neutral and set parking brake before beginning. Engine can be idle or off.
         b. Purge the fuel line by closing all cylinder service valves and waiting for the engine to run out of fuel (LPG) (if you started with engine off start engine and allow to idle until stall). Be sure controls are in neutral, forks down, emergency brake on. Once the lift stalls turn the ignition to the off position.

c. Wear proper personal protective equipment consisting of full face-shield and insulated gloves, safety toe footwear and hi visibility vest.
d. No Smoking.
e. Once the service valve is closed and fuel line purged, unscrew the line connection and move the hose out of the way.
f. Carefully remove the Cylinder from the mounting bracket or vertical stand.

4. Follow these procedures to install an LPG Cylinder:
   a. Select a replacement cylinder in good service condition.
   b. Do not roll or drag the new cylinder to the machine, use either a cart or dolly with the LPG cylinder secured to it, if transportation is needed. CAUTION: A full LP cylinder can weigh up to 80lbs, please observe safe lifting practices to decrease injury potential.
   c. Inspect all rubber seals and hoses to the cylinder.
      i. CAUTION: Please check for leaks, prior to starting the engine. If leaks are identified, please contact your manager immediately.
   d. Reconnect the fuel line connection until tight.
   e. Slowly turn on the service valve to full open.
   f. Make sure cylinder is firmly secured and fastened to the forklift.
   g. If no leaks are detected, start the truck and check for normal operation.

b. Diesel Fuel and DEF

1. General Safety Practices for Fueling
   a. Always wear personal protective equipment, at minimum a face shield and protective gloves.
   b. Never smoke while fueling.
   c. Keep open flames away from designated fueling areas.
   d. Only fuel on level flat surfaces.
   e. Fuel receptacles shall not be filled while the engine is running. Spillage shall be avoided.
   f. Spillage of oil or fuel on the forklift body shall be carefully washed away or completely evaporated and the fuel receptacle cap replaced before restarting engine.
   g. No truck shall be operated with a leak in the fuel system until the leak has been corrected.
   h. Open flames shall not be used for checking level in fuel tanks.
2. Safe fueling Checklist and PPE
   a. Fuel in designated areas with good ventilation.
   b. Shut off the truck, lower the forks, put truck in neutral and set parking brake before beginning.
   c. Smoking and open flames are prohibited.
   d. Follow proper fueling practices for Diesel systems.
   e. Never overfill the receptacles.
   f. Clean up any spills and check for leaks.
   g. Continue safe operation.
3. When you're fueling a diesel lift, follow these steps:
   a. Ensure proper safety equipment, at minimum face shield and gloves (do not use gloves designated for handling LPG cylinders)
   b. Shut off the truck, lower the forks, put truck in neutral and set parking brake before beginning.
   c. Make sure you have the proper fuel.
   d. Use Jockey pump to siphon Diesel fuel into forklift DIESEL TANK ONLY
   e. Use DEF fuel to replenish DEF TANK ONLY (Blue Cap ONLY)
   f. Never overfill the tank. Replace the fuel cap and clean up any spilled fuel.
   g. Start the engine and continue operating.

H. Pre-Shift Inspection
    a. The operator(s) shall perform pre-shift inspections on the forklifts using third party application on the company phone.
    b. Every forklift in service shall receive a Pre-Shift Inspection, whether or not planned to be used that day to ensure in safe operating condition.
        a. If a forklift is located at a remote location (i.e. drop yard) where no associates are based out of, then the forklift shall be inspected before use but does not need to be inspected daily if not operated daily.
        b. If a forklift is red tagged with OOS (Out of Service) written on the tag and keys are stored in a secure location, then the OOS forklift does not require pre-shift inspection. See f below for Out Of Service (OOS) criteria.
    c. Inspection forms will be maintained in the third-party application for twelve (12) months.
    d. Any forklift found to be in unsafe condition during Pre-Shift Inspection shall be removed from service until necessary repairs are made.
    e. The operator(s) shall monitor work area conditions to ensure that the area in which the forklift will be operated is free of unsafe conditions, such as debris, floor or overhead obstructions, or the presence of unauthorized personnel.
    f. What inspection items, if found, will result in the forklift being taken Out of Service (OOS)? For further details on inspecting these items, refer to the make and model specific DVIR – Forklift training on PODS LMS
        a. Fluid Leaks
        b. Tire damage
        c. Missing Fork Pins
        d. Hydraulic Hoses – Look for excessive wear, kinks, or damage.
        e. Mast Chains and Cables – Look for excessive wear, kinks, or damage.
        f. Forklift Guarding Missing or Damaged
        g. Seat Belt – Look for excessive wear, kinks, or damage.
        h. Malfunction of Operational Controls
        i. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
        j. If you discover any problems, you can't remedy yourself during the inspection, you should tag the unit out of service and report the problem. Never use a lift truck with defects.

I. Forklift Modifications
    a. It is against company policy to modify Forklifts in any way, for example putting cover over the top of the driver's cage that requires drilling or welding to the Roll Over Protective Structure (ROPS), i.e. zip tying a cover in place is acceptable.
    b. Modifications to the body or lifting system to accommodate extraneous items.

7. Incident Reporting

a. Report incident to facility manager immediately so the manager can initiate an Incident Report in the designated claim reporting system.
b. Forklift operator to be sent for post-accident/incident drug test per Non-DOT Post Accident/Incident Drug Testing policy outlined in Corp Ops Handbook Appendix.
c. Manager to assign forklift operator designated forklift training modules in learning management

system.

i. Suspend forklift privileges until recertification has been completed.
ii. Submit the completed certification documents to the Training Department for tracking purposes.

8. Oversight and Monitoring

Requirements and performance under this procedure are closely monitored by the Human Resources Department, Business Unit Leaders, Safety Management and Risk Management. Additionally, policy compliance audits will be performed by the Internal Audit Department.

9. Contact Information

Any questions or comments concerning this policy should be directed to the attention of

- Director – Enterprise Safety
- Manager, Corp Ops Training
- Manager, Equipment and Fuel

Revision History

Date	Section	Change	Author
6/1/2021		Initial policy	Training & Safety
12/28/2023		Major policy revision	Training & Safety
10/28/2025	6.a.	Minor Revision	Safety

Figure 4.1

Forklift Operator Evaluation Form

PODS Forklift Evaluation

Directions - Please place an "X" in the appropriate category. All forms MUST be uploaded regardless of Pass or Fail Rating. Failure of Bold* criteria equals automatic failure of forklift evaluation.

Associate Name: _____ **Date:** _____ **Trainer ID # :** _____

Forklift Type	175/190	210	80D-9	C-Series
Yale				
Hyundai				
Combi-Lift				
Other (Specify Make & Model)				

Pre Use Evaluation	Proficient	Additional	N/A
Safety Footwear and Gloves*			
Enters cab correctly, buckles seat belt*			
Demonstrate Controls and Switches			
Overview of cab			
Proper Operators position			
Pre-use visual and operational control check			
Proper Pre-Shift Inspection Process & Documentation*			

Basic Functions and Maneuvers	Proficient	Additional Training	N/A
Turn on lights & wipers (if equipped)			
Activate Horn			
Activate Parking Brake			
Service Brake/Inching Pedal			
Steering - Turns (Left/Right)			
Traveling (Forward/Reverse)			
Attachment - (Raise/Lower)*			
Tilt Forks (Forward/Backward)*			
Side shift (Left/Right)*			

Inspecting the Load	Proficient	Additional Training	N/A
Ensure "Know Zone" 25 ft Rule*			
Proper "Tilt" Test			
Properly mark unstable loads			

Picking up the Load	Proficient	Additional Training	N/A
Forklift squared to center of load*			
Ensure Proper Lift			
Proper position on forks*			
Load secured against backrest			
Smooth operation of controls			
Ensure clear "Know Zone" 25 ft Rule prior to traveling*			

Traveling with the load	Proficient	Additional Training	N/A
Smooth Start/Stop			
Proper Fork Height (6 inches)			
Controlled Turns - limit tail swing*			
Looks in travel direction			
Drives proper direction/ w load*			
Sounds Horn while traveling*			
Considers safety obstacles:*			
Safety Obstacles: A. Structural Poles B. A/C & Heating Units C. Electrical and Utility Lines			
Proper IF truck approach and reverse			
Ensure clear "Know Zone" while traveling*			

Stacking the Load	Proficient	Additional Training	N/A
Forklift squared to placement area			
Load fully secured against backrest*			
Proper lift with correct alignment and space for container placement			
Proper release of load			
Ensure clear "Know Zone" 25 ft Rule prior to traveling*			
Smooth reverse from load, ensuring no contact with adjacent containers*			

Retrieving the Load	Proficient	Additional Training	N/A
Evaluates container spacing and safety hazards*			
Forklift squared to placement area			
Proper lift with correct alignment and space for container retrieval, no contact with adjacent containers*			
Proper fork placement, weight secure on forks			
Container properly tilted on forks*			
Ensure clear "Know Zone" 25 ft Rule prior to traveling*			
Smooth reverse with load, ensuring container is secure on forks			
Safely lowers container to ground level or 6 inches for traveling*			

Parking the forklift	Proficient	Additional Training	N/A
Lowers forks/attachments			
Places controls in Neutral			
Key/ignition off			
Parked in appropriate location with emergency brake activated*			
Dismounts safely			

Fueling the Forklift	Proficient	Additional Training	N/A
Proper PPE			
Identify fuel indicator gauge and provide proper			
Identify proper fuel type needed*			
Identify proper fueling area			
Ensure proper fueling procedures			

Safety	Proficient	Additional Training	N/A
Uses horn appropriately*			
Stops at intersections, and end of aisles*			
Yields Right of Way*			
Aware of overhead hazards*			
Aware of sprinkler pipes and heads*			
No unauthorized riders, or horseplay allowed*			

Blind Spot Exercise	
Visual Blindspot Side	**Distance (Ft)**
Front Right	_____ft
Front Left	_____ft
Side Right	_____ft
Rear Right	_____ft
Rear Left	_____ft

When completing the operator proficiency section below, please only use the following letters: **P** = Proficient, **A** = Additional Training Required

Hyundai 80D-9	Yale 175/190	Yale 210	C-Series

Other

Comments:

_____
Signature of Trainer Completing Evaluation

_____
Printed Name of Trainer Completing Evaluation

_____
Associate Signature

Figure 4.2

Forklift Operator Evaluation Skill Requirements

Trainee operation of a forklift must be under the direct supervision of a qualified trainer or certified operator in an area that does not endanger the trainee or other associate.

Pre-Use

- Safety footwear and work gloves present on operator
- Enters cab with 3 points of contact and buckles seat belt
- Review all controls, levers, and operational switches
- Overview of Cab – Show data plate, safety information and fire extinguisher – Discuss start up and shut down procedures
- Discuss Operators Position – Check mirrors, seat placement, and steering wheel must be positioned to ensure maximum visibility.
- Conduct – Pre-use visual and operational control check – Complete visual and operational requirements
- Conduct DVIR on Forklift Model – Conduct DVIR on lift

Basic Functions and Maneuvers

- Turn on work lights, if equipped – effectively demonstrates
- Use windshield wipers, if equipped – effectively demonstrates
- Activate Parking Brake – effectively demonstrates
- Activate Service Brake and Inching Pedal – effectively demonstrates
- Basic Steering Maneuvers (forward and Reverse)
    - Left Turn – checks surrounding before proceeding, smooth traveling motion, limited tail swing, forks elevated at least 6 inches
    - Right Turn – checks surrounding before proceeding, smooth traveling motion, limited tail swing, forks elevated at least 6 inches
    - Forward – checks surrounding before proceeding, smooth motion, forks elevated at least 6 inches
    - Reverse – checks surrounding before proceeding, smooth motion, forks elevated at least 6 inches
- Demonstrate proper use of Forklift Controls
    - Raise and Lower Mast – Smooth motion
    - Tilt Carriage forward and backward – Smooth motion
    - Side shift carriage left to right – Smooth motion
    - Tilt forks up and down – Smooth motion

Inspecting the Load

- Ensure a clear "Know Zone" – 25-foot safety radius – effectively demonstrate
- Demonstrate the "TILT" test – effectively demonstrate
- Properly mark unstable load – effectively demonstrate

Picking up the load

- Square up on the center of the load – Position forklift and forks correctly in front of container
- Proper Lift - Ensure forks are properly aligned and leveled with container
- Proper Position on Forks – Inch forward, place forks securely and fully under load.
- Load secured against backrest – Load should fully contact the backrest. Ensure another container isn't contacting by forks
- Smooth Operation of Controls - Position the load carefully and smoothly no more than 6 inches off the ground. Tilt carriage/mast back slightly to stabilize the load.

- Ensure clear "Know Zone" – Check blind spots and "Know Zone" prior to moving the forklift

Traveling with load

- Smooth Start/Stop – Smooth acceleration and deceleration, maintain safe travel speed. Maximum speed limit 8 mph.
- Proper fork height – Do not raise or lower the load and forks while traveling
- Controlled Turns - checks surrounding before proceeding, smooth traveling motion, limited tail swing, forks elevated at least 6 inches
- Looks in travel direction – Operator maintains clear view while traveling in forward or reverse with load
- Drives proper direction with load – Operator should drive in reverse and turn head to look out rear of lift.
- Sounds horn while traveling – operator sounds horn at intersections, before enter/exit of warehouse and along travel path to warn others
- Considers safety obstacles – Operator is aware of potential hazards along the travel route including structural poles, AC/Heating Units, and electrical and utility lines
- Proper IF truck approach and retrieval – Operator approaches and retreats from IF flatbed properly
- Ensure clear "Know Zone" – Check blind spots and "Know Zone" while traveling in the forklift

Stacking the Load

- Forklift Squared to Placement Area - forklift squared heads up to area where container is placed and has come to a complete
- Load fully secured against backrest – Load fully secured and tilted back against carriage
- Proper lift with correct alignment and space for container placement - Elevate the container smoothly to the proper height and inch the truck forward. Ensure proper alignment and spacing for container placement.
- With forklift squared to the placement area and container elevated in final placement position tilt the load slightly forward to level container. Once container is placed accurately in space lower the forks slowly until forks are unweighted.
- Ensure clear "Know Zone" – Check blind spots and "Know Zone" prior to reversing in the forklift
- Back the truck up slowly while checking for contact, once clear of container lower forks completely.

Retrieving the load

- Evaluates container spacing and safety hazards – Evaluates the container in question, ensures proper clearance and spacing to safely handle the container. Reviews travel path to consider stationary objects and other common hazards.
- Forklift squared to placement area – After evaluating for safety, squares the truck to the placement area and come to a complete stop at minimum with forks 6 inches from containers
- Proper lift with correct alignment and space for container retrieval – Operator elevates the forks to the proper height and inches the truck forward positioning the forks securely under the container (Be sure not to grab any additional containers with the forks)
- Proper fork placement, weight on forks – Once securely positioned under container, raise the forks slowly until positioned directly under the entire container, container weight is now supported on the forks
- Container properly positioned on forks – Slowly tilt the load back on the resting plate prior to lowering to the ground
- Operator backs the forklift straight back slowly, while ensuring container stays in contact with forks. After ensuring load is safely secured, lower container to the ground or 6 – 8 inches off the ground for traveling
- Stay alert – watch that loads and forks do not catch on adjacent loads or obstruction

Parking the forklift

- Fully lower the forks
- Neutralize the controls
- Turn ignition to off position
- Proper PPE worn
- Safe Diesel or LPG procedures followed
- Spills cleaned up immediately.

Forklift Training Exercises

- Blind Spot Exercise with operator to identify active and static blind spots on the lift. This will increase blind spot awareness for new and seasoned operators.