

Occupational Health and Safety Regulation

The following are the sections of the WCB Occupational Health and Safety Regulation that apply specifically to lift truck operators:

16.4 (1) A person must not operate mobile equipment unless the person

(a) has received adequate instruction in the safe use of the equipment,

Note: 16.4 (1)(a) does not apply if a trainee operates the equipment under the supervision of a qualified instructor, or a supervisor.

(b) has demonstrated to a qualified supervisor or instructor competency in operating the equipment,

(d) is familiar with the operating instructions for the equipment.

Note: Lift truck operator training must meet the requirements of Canadian Standards Association (CSA) standard B335-94. Employers must become familiar with this CSA standard for training forklift operators.

16.5 The operator of mobile equipment must operate the equipment safely, maintain full control of the equipment, and comply with the laws governing the operation of the equipment.

16.6 A supervisor must not knowingly operate or permit a worker to operate mobile equipment which is, or could create, an undue hazard to the health or safety of any person, or is in violation of this Regulation.

16.34(1) The operator must inspect the equipment before the start of operation on the shift and thereafter as required to ensure the safe operating condition of the equipment.

(2) The operator must report defects and conditions affecting the safe operation of the equipment to the supervisor or employer.

(3) Any repair or adjustment necessary for the safe operation of the equipment must be made before the equipment is used.

16.46(1) A unitized load being transported on a lift truck must not project a distance greater than half its height above the fork carriage, back rest or back rest extension of the lift truck.

(2) No part of a load comprised of loose objects may project above the fork carriage, back rest or back extension of a lift truck.

(3) A load which could shift during transportation must be restrained if such shifting would result in the load or the lift truck becoming unstable.

(4) Subsections (1) to (3) do not apply if the load is assembled and handled in such a way that there is no possibility of any part of the load falling off.

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R07/04

Safe Operation of Lift Trucks



Introduction

Forklifts, platform trucks, powered small-pallet trucks, or similar powered units are a vital part of warehouses, sawmills, and other yard and plant operations. Generally known as lift trucks, these mobile machines can also kill and injure workers if not used safely.

Every year, lift truck operators and workers working close to these machines are caught up in a vicious cycle of preventable accidents. Workers are often run over by moving lift trucks because the operator of the lift truck has restricted visibility. Other times the lift truck operator is crushed when the machine tips sideways and the operator is thrown out.

If you operate a lift truck in your job, your safety – and the safety of your fellow workers – depends on you. You must follow the basic rules regarding safe operation and maintenance of your lift truck.

You, the lift truck operator, *are directly responsible* for the safe operation of your equipment. You should also know the extent of that responsibility. For example, violation orders can be issued against you, the operator of a lift truck, if you violate the Workers' Compensation Board (WCB) Occupational Health and Safety Regulation regarding the safe operation of your lift truck.

As a lift truck operator you need to:

- Know how to operate your lift truck safely. Become familiar with the sections of the WCB Regulation that apply to the safe operation and maintenance of your lift truck.
- Keep an itemized safety checklist on the safe operation of your machine. Review this safety checklist often so that it becomes a part of your regular work routine.
- Read this guide to help you review the safety responsibilities of a lift truck operator. Keep it handy and check it often!

Responsible operators will:

ALWAYS

- Consult the manufacturer's handbook, and follow its specific maintenance instructions. If your vehicle was purchased used, without an accompanying handbook, request one from the manufacturer, stating your vehicle model and serial numbers.
- Inspect the truck thoroughly before starting your shift. Check the fuel, water, oil, brakes, steering, hydraulics, warning devices, and lifting components.
- Have any defect affecting safe operation corrected immediately.
- Carry forks at the lowest possible position.
- Keep load low at all times when not stacking.
- Move only when you are sure the load is stable. Re-stack the load if necessary.
- Operate the truck in reverse if the load obstructs your forward view.
- Keep the mast tilted back to ensure load stability. When tiering high loads, tilt the mast forward only when you are ready to place the pallet on a stack.
- Keep steering wheels aligned with the running lines of the truck when picking up or setting down a load.
- Back down all grades when loaded.
- Operate at a speed that will permit a safe stop.
- Obey all speed limits, and be alert to adverse roadway conditions.
- Keep to the right when travelling.
- Yield the right-of-way to emergency vehicles.

- Yield the right-of-way to pedestrians. Come to a full stop before crossing streets, alleyways, and interior traffic ways. Sound the horn at cross-aisles.
- Be aware of the headroom and clearance for the mast when travelling under pipes, through doorways, and in other obstructed areas.
- Before driving into a parked trailer, make certain that the trailer's wheels are chocked, the front end is properly supported, and dock plates have stop bolts installed to prevent their being dislodged. Be cautious when entering short trailers. The weight of your forklift may make the trailer unstable and cause the trailer to tip on its end.
- Cross railway tracks on an angle.

NEVER

- Never permit smoking in the vicinity of your lift truck when fuelling.
- Never use a match or open flame to check fuel or battery fluid levels.
- Never fuel a truck with the engine running.
- Never operate a truck that is not in a completely safe mechanical condition, or one with an oil, hydraulic, or fuel leak.
- Never operate a truck with faulty warning signals or devices.
- Never permit an unauthorized person to operate the truck.
- Never carry a rider unless an appropriate passenger seat is installed.
- Never stand or pass under an elevated load or permit others to do so.
- Never work under a truck unless it is securely blocked.

- Never leave the truck unattended unless the equipment has been secured against inadvertent movement. If you are leaving a lift truck unattended, turn off the motor, lower forks to the floor, set the brakes, put the controls in low gear (or the "park" position if it has an automatic transmission), and remove the key. If the truck is parked on an incline, chock or block the wheels.
- Never block emergency exits, passageways, or equipment with the truck, and don't deposit a load that would block access to these.
- Never travel with the mast tilted forward, and don't tilt the mast forward except when picking up or depositing a load.
- Never overload the truck, even for short distances.
- Never make sudden turns or turns at high speed with a lift truck. The high centre of gravity can cause it to tip easily.
- Never place any part of your body between the frame and mast.
- Never indulge in stunt driving or horseplay.
- Never elevate workers on forks, pallets, or loads.
- Never make turns on sloped surfaces (inclines, declines).