

Forklift and Motorized Trucks

Preparation

- 1. Read Applicable Background information and related Company Policy Chapter.
2. Make _____ Copies of this Lesson Plan for Personnel
3. Make Transparency, procure transparency pens, etc.
4. Coffee, tea, snacks

Other:

Material

- 1. Forklift and/or Motorized Truck
2.
3.

Objective

By the end of this session, personnel shall be able to:

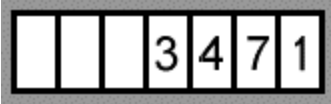
- Explain Employee Certification Requirements
• Describe Supervisor Responsibilities
• Explain Areas the Operator will be trained in
• Describe the Components of a Lift Truck
• Discuss Basic Safety Operating Rules
• Discuss Proper Load Handling
• Conduct a Forklift Safety Checklist
• Describe reasons for Refresher Training
• Describe Safe Operating Procedures

Background

All Company employees required to operate a powered industrial truck and/or forklift must be trained to operate the equipment. Motorized industrial trucks and forklifts are vital and necessary tools that enable the Company to conduct its business efficiently and safely. The Company is aware of the potential of injury, damage, and accidents inherent to industrial truck operation. According to the Bureau of Labor Statistics, almost 70,000 accidents occur each year that results in over 80 fatalities and 35,000 serious injuries.

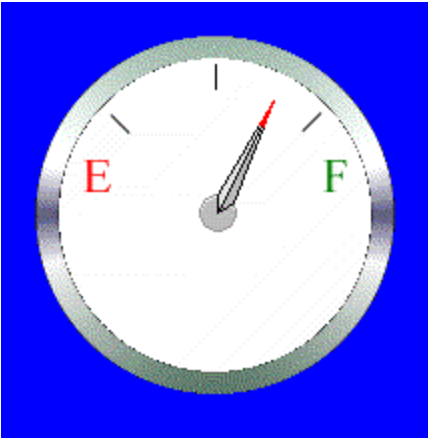
Notes table with 20 rows and 1 column.

Engine Hour Meter



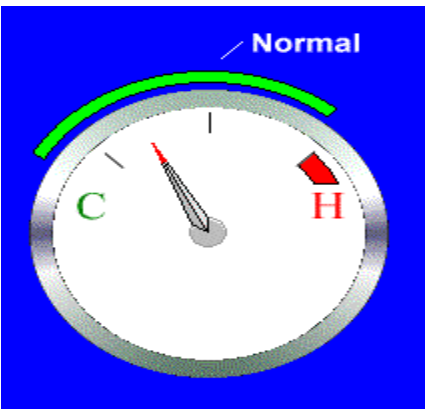
The Engine Hour Meter records the total number of hours that an engine has been used. Because this information is used to schedule maintenance, you will need to record this number on your Daily Inspection Report.

Fuel Gauge



The Fuel Gauge indicates the fuel level and is similar to those found in cars and trucks. "F" means full, while "E" means empty. Always check the fuel level of your lift truck during your daily inspection.

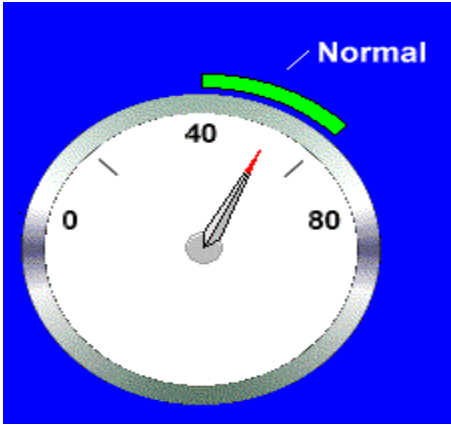
Engine Temperature Gauge



The Engine Temperature Gauge indicates the engine temperature and is similar to those found in cars and trucks. "H" means hot, while "C" means cold. Never operate a lift truck that is overheating. Turn it off and notify your supervisor.

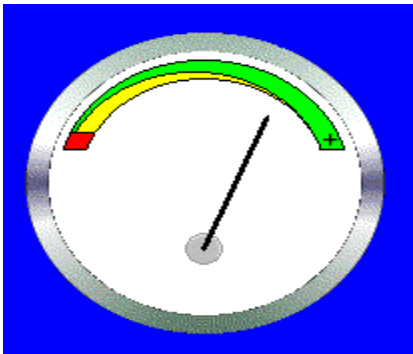
Notes

Oil Pressure Gauge



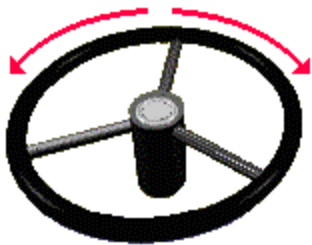
The Oil Pressure Gauge indicates the oil pressure inside the engine. Oil pressure readings that are low or drop to "0" indicate that there is a serious problem with the engine. Never operate a lift truck with oil pressure problems. Turn the engine off, and notify your supervisor or the maintenance department.

Battery Capacity Gauge



Electric powered trucks have a Battery Capacity Gauge, instead of a fuel gauge.

Steering Wheel



The Steering Wheel in an industrial truck operates like one in a car or truck.

Notes

Changing and Charging Storage Batteries.

- Battery charging installations shall be located in areas designated for that purpose.
- Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
- A conveyor, overhead hoist, or equivalent material handling equipment shall be provided for handling batteries.
- Reinstalled batteries shall be properly positioned and secured in the truck.
- A carboy tilter or siphon shall be provided for handling electrolyte.
- When charging batteries, acid shall be poured into water; water shall not be poured into acid.
- Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
- Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.
- Smoking is prohibited in the charging area.
- Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
- Tools and other metallic objects shall be kept away from the top of uncovered batteries.

Notes

Trucks and Railroad cars.

- The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
- The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.
- Wheel stops or other recognized positive protection shall be provided to prevent railroad cars from moving during loading or unloading operations.
- Fixed jacks may be necessary to support a semitrailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
- Positive protection shall be provided to prevent railroad cars from being moved while dockboards or bridge plates are in position.

Operations

- If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
- Arms or Legs shall not be placed between the uprights of the mast or outside the running lines of the truck.
- When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.

Notes

DAILY CHECKLISTS FOR POWERED INDUSTRIAL TRUCKS

DAILY INSPECTION CHECKLIST

Electric Forklift Truck

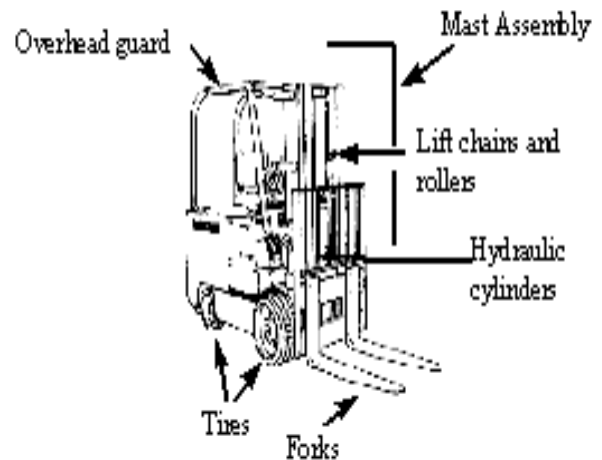
KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
- Examine the battery
- Check the hydraulic fluid level

KEY ON Procedures

- Check the gauges
 - Hour meter
 - Battery discharge indicator
- Test the standard equipment
 - Steering
 - Brakes
 - Front, tail, and brake lights
 - Horn
- Safety seat (if equipped)
- Check the operation of load-handling attachments

Electric Forklift Truck



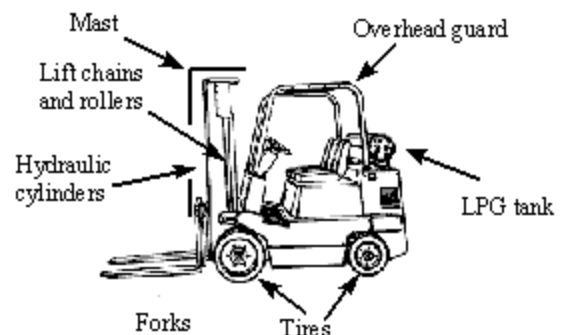
DAILY INSPECTION CHECKLIST

Propane Forklift Truck

KEY OFF Procedures

- The vehicle inspection
 - Overhead guard
 - Hydraulic cylinders
 - Mast assembly
 - Lift chains and rollers
 - Forks
 - Tires
 - LPG tank and locator pin
 - LPG tank hose
 - Gas gauge

Propane Forklift



DAILY INSPECTION CHECKLIST Propane Forklift Truck (continued)

KEY OFF Procedures (continued)

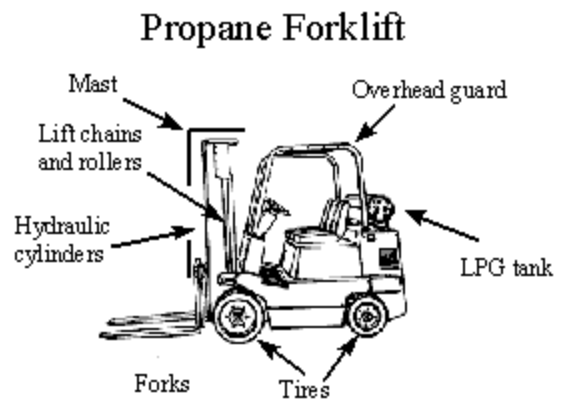
- Check the engine oil level
- Examine the battery
- Check the hydraulic fluid level
- Check the engine coolant level

KEY ON Procedures

- Test the front, tail, and brake lights

ENGINE RUNNING Procedures

- Check the gauges
 - Oil pressure indicator lamp
 - Ammeter indicator lamp
 - Hour meter
 - Water temperature gauge
- Test the standard equipment
 - Steering
 - Brakes
 - Horn
- Safety seat (if equipped)
 - Check the operation of the load-handling attachments
- Check the transmission fluid level

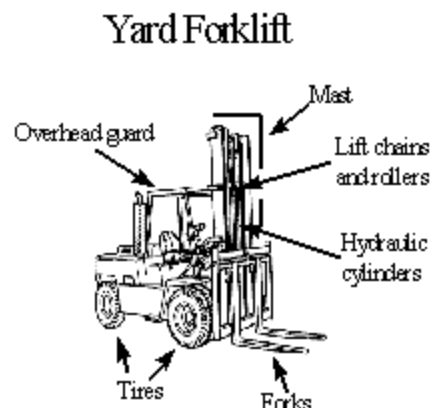


DAILY INSPECTION CHECKLIST Yard Forklift Truck

KEY OFF Procedures

The vehicle inspection

- Overhead guard
- Hydraulic cylinders
- Mast assembly
- Lift chains and rollers
- Forks
- Tires
- LPG tank and locator pin
- LPG tank hose
- Gas gauge



KEY OFF Procedures (continued)

- Check the engine oil level
- Examine the battery
- Inspect the hydraulic fluid level
- Check the engine coolant level

KEY ON Procedures

Test the standard equipment

- Front, tail, and brake lights
- Fuel gauge (if diesel)
- Windshield wiper
- Heater

ENGINE RUNNING Procedures

Check the gauges

- Oil pressure indicator lamp
- Ammeter indicator lamp
- Ammeter
- Hour Meter
- Water Temperature Gauge

Test the standard equipment

- Steering
- Brakes
- Horn
- Safety seat (if equipped)

Check the operation of load-handling attachments

Check the transmission fluid level

Yard Forklift

