



PURPOSE/APPLICATION

PPE

- Safety boots
- Hard hat
- Hearing protection
- Eye protection
- Gloves

TRAINING

- Orientation
- Competency

TOOLS/EQUIPMENT

#	Job Steps	Hazards	Control Measures
1	Pre-startup	<ul style="list-style-type: none"> ▪ Slips, trips, falls 	<ul style="list-style-type: none"> ▪ Do a circle check
2	Startup	<ul style="list-style-type: none"> ▪ Mechanical failure ▪ Environmental incident 	<ul style="list-style-type: none"> ▪ use 3-point contact when mounting or dismounting forklift ▪ ensure cab is clean and windows are clear ▪ check gauges after starting and let warm up ▪ walk around machine, check lights and fluid leaks ▪ operate controls, ensure hydraulic pressure ▪ test brakes, horn and back up alarm
3	Operating forklift	<ul style="list-style-type: none"> ▪ Equipment traffic ▪ Pedestrian traffic ▪ Uneven ground ▪ Suspended loads ▪ Unbalanced loads 	<ul style="list-style-type: none"> ▪ maintain safe speed at all times ▪ carry loads as low as possible ▪ be aware of other yard equipment and workers ▪ approach green chain area with caution ▪ ensure workers are clear when lifting load ▪ ensure forks are positioned correctly for load ▪ use proper ergonomics when



#	Job Steps	Hazards	Control Measures
			positioning forks <ul style="list-style-type: none"> ▪ never walk under raised load ▪ packages, maximum 3 high ▪ keep packages neat and straight ▪ avoid side hill travel ▪ clean up any lost logs ASAP
4	Loading trucks	<ul style="list-style-type: none"> ▪ Miscommunication ▪ Property Damage 	<ul style="list-style-type: none"> ▪ communicate with truck driver, make a plan before you start
5	Fueling	<ul style="list-style-type: none"> ▪ Environmental incident 	<ul style="list-style-type: none"> ▪ park safe distance from tank ▪ no smoking ▪ attend fuel nozzle until full, store hose and nozzle in proper place
6	Shutdown	<ul style="list-style-type: none"> ▪ Tripping hazard ▪ Pinch points 	<ul style="list-style-type: none"> ▪ park on level ground ▪ lower forks ▪ apply park brake ▪ shut off key and master switch ▪ use 3-point contact to dismount ▪ report any problems to mechanic

Additional Precautions:

Training

- The employee shall issue a certificate to a worker who operates a lift truck once that worker has been trained and tested.
- Only workers who have been trained and issued a certificate will be allowed to operate a power lift truck.
- Certificates will be issued to the worker once the worker has demonstrated competency in the power lift truck operation.
- The employer will maintain records of the training the worker receives.
- Power lift trucks must be clearly marked with a visible load rating chart.



SAFE JOB PROCEDURE

SJP-23

April 18, 2018

FORKLIFT OPERATOR

REFERENCE/REGULATIONS

Developed by:	1.	Marty Fulkerth	2.	_____	Date:	Oct 27/09
	3.	_____	4.	_____		_____
Revised by:	1.	Jay Pilon		_____	Date:	Apr 19/10
	2.	Ryan Obleman		_____		Apr 18/18
