

WEEKLY SAFETY MEETING

FOR THE CONSTRUCTION INDUSTRY

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Job Name _____

Date _____

FORKLIFTS

A forklift is an industrial vehicle with a power-operated, forked platform used to lift and transport materials. Forklifts are also called powered industrial trucks. They come in a variety of designs and sizes, and may operate on batteries or propane. However, on construction sites, forklifts are most commonly powered by gasoline and diesel fuel.

Some of the most common hazards associated with forklifts include overturning, falls from the forklift, and workers being struck by materials or by the forklift itself.

OSHA requires that forklift operators be trained and authorized before they use the equipment. Operators must pass written and operational evaluations. Once you have been qualified to operate a forklift, you must act responsibly to keep yourself, your co-workers, the load, and the equipment safe during operations.

Before you make a lift, consider the following factors:

- Capacity of the forklift: Will it handle the weight and size of your load?
- Characteristics of the load: Is the load top-heavy or awkward?
- The route you will travel: Are there obstacles, bumps, ramps, narrow passageways, or people to consider?

Before starting a forklift, remember these important responsibilities:

- Pre-Use Inspection: Check the physical condition of the forklift prior to operation.
- Visual Pre-Check: Check for leaks, missing or loose bolts and anchor pins; check wheels, tires, batteries, and hoses.
- Operational Pre-Check: Check the horn, backup alarm, lights, all brakes, lift and tilt mechanisms, steering, seat belt, and fire extinguisher.
- Safe Operating Procedures: Keep loads low to ensure they don't obstruct your vision. Be sure the load is stable and secure. Avoid sharp turns and fast speeds. Wear your seat belt. Raise and lower the load only when you are stopped.
- Proper Shutdown: Bring the forklift to a complete stop, lower the forks, set the brakes, and then shut the ignition off. Never leave a forklift running while it is unattended.
- Refueling: Lifts powered by propane, gasoline, and diesel should be refueled only in designated areas.
- Maintenance: Follow the manufacturer's specifications.

SAFETY REMINDER

The Assured Equipment Grounding Conductor Program color code for July, August, and September is red. If you use this program, test and color code all electrical cords and power tools.

Special Topics For Your Project _____

Employee Safety Recommendations _____

S.A.F.E. Cards® planned for this week _____

Reviewed MSDS # _____

Subject _____

Meeting Attended By _____

Supervisor's Signature _____

These instructions do not supersede local, state, or federal regulations.