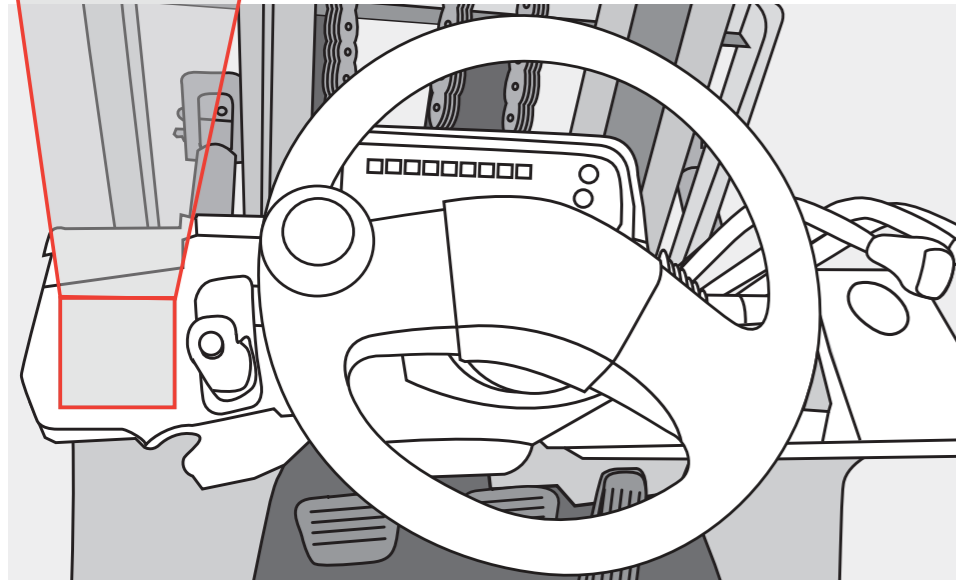


INTRODUCTION

Forklifts are used in many workplaces to lift and transport materials. However, they can be dangerous when they are used incorrectly. Hence, forklift operators play a crucial role in ensuring his safety and the safety of those in the vicinity.

The Workplace Safety and Health (WSH) Council has produced a sticker. You can stick it on dashboards of forklifts to remind operators how they can operate these vehicles safely.

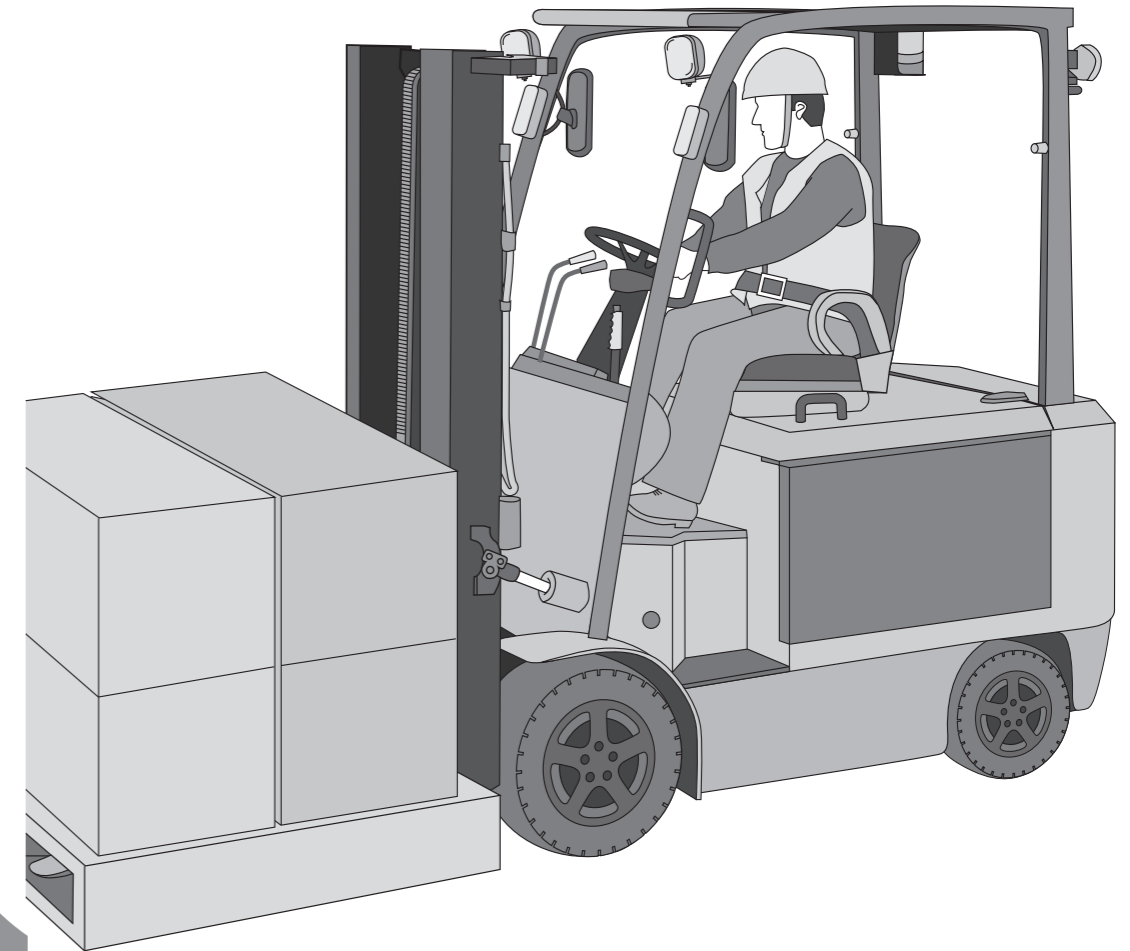


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More information at www.wshc.sg or email contact@wshc.sg

SAFE OPERATION OF FORKLIFT







A safety initiative by



5 GOLDEN RULES FOR SAFE OPERATION OF FORKLIFT

AUTHORISED OPERATORS ONLY

Only forklift operators who are trained and have passed the WSQ Operate Forklift Course are allowed to operate forklifts. Many forklift accidents happen because untrained or unauthorised personnel try to operate the machine. Removing the ignition key when the forklift is not in use is a simple but important action to prevent unauthorised operation of the forklift.

	<p>No Speeding</p> <p>The forklift operator may speed when he is pressed to complete his work on time. However, operating the forklift beyond its safe speed limit could lead to serious accidents. For example, it could overturn or fatally strike workers in the vicinity.</p> <p>A reasonable speed limit must be set. The speed limit should also allow the forklift to be brought to a complete stop safely.</p>	✗
	<p>No Passengers</p> <p>A forklift is designed to carry only one operator. It must not be used to carry passengers or elevate a person to reach a greater height.</p>	✗
	<p>Always Fasten Seat Belt</p> <p>The forklift operator must ensure that his seat belt is secured at all times. This would allow him to stay within the forklift cage in the event of an accident. If the forklift tips over, staying in the cage will reduce the possibility of the operator being pinned under the forklift.</p>	✓
	<p>Check Before Reversing</p> <p>The forklift operator must always look in the direction of travel. He must not operate the forklift until he is certain that there are no obstructions or people in the path of travel. The same principles apply when he is reversing the forklift.</p>	✓

For more information on Guidelines on Safe Operation of Forklift Trucks, visit www.wshc.sg

FORKLIFT SAFETY CHECKLIST

Before operating a forklift, the authorised forklift operator must carry out an inspection to ensure that it is in a good working condition. You can use this pre-operation checklist as a guide.

DESCRIPTION	YES	NO
When the forklift is turned off		
Check that the following items are in good working condition:		
The mast or forks are not bent, worn or cracked.		
The lift chains, hoses and limit switches are in good condition.		
The battery connecting terminals are tight and free of exterior defects.		
Battery covers and guarding over other hazardous parts are in place and secured.		
The fan belt is in good condition.		
There are no visible signs of leakage (e.g. oil, water).		
Condition of tyres:		
Inflated and free of excessive wear or damage.		
Nuts on the tyres are tight.		
No gouges, chunking or bond failure.		
Adequate threads.		
Controls:		
Return to neutral mode when released.		
Ensure that the following are within manufacturers' specifications:		
Battery water level;		
Fuel level;		
Engine oil level;		
Radiator water level;		
Transmission oil level;		
Hydraulic fluid level; and		
Brake fluid level.		
When the forklift is turned on		
Check that the following items are in good working condition:		
Parking brakes are able to hold the forklift on an incline without slippage.		
Lighting equipment for visibility (e.g. head light, rear light) is working.		
Operator's seat is free of visible defects.		
Seat belt is accessible and not damaged.		
Rear view mirror is not damaged.		
Forklift is not producing any abnormal noise.		
Lifting chain is free of any visible defect.		

DESCRIPTION	YES	NO
Steering:		
Smooth and responsive; and		
No abnormal noise.		
Foot brakes:		
Work and function smoothly without grabbing;		
Free of fluid leaks; and		
Able to stop forklift truck quickly.		
Directional or speed control:		
Engine can only be started when it is at neutral position; and		
Plugging works properly and returns to neutral when released.		
Lift or lower system:		
Controls move freely;		
Able to return to neutral when released;		
Able to perform functions as indicated.		
Ensure that the following are in working condition:		
Hour meter gauge and other gauges on the instrument panel;		
Battery charge or discharge indicator;		
Lighting equipment for warning purposes such as brake light, blinker light, directional signal light;		
Horn;		
Hydraulic control lever;		
Backup alarm (if equipped); and		
Reverse warning buzzer.		

If you answer **No** for any of the above, state the condition(s) and its respective corrective actions.

Operator's Signature/ Date

Supervisor's Signature/ Date

Note

Check the work area and its surroundings before you start your forklift for operational hazards in surrounding areas and report to management all hazardous locations, working environment, work instruction, operating faults, malfunctions and other difficulties that may affect the safe use of forklift.