



# Tailgate/Toolbox Safety Training

Safety Services Company-Safety Meeting Division, PO Box 6408 Yuma, AZ 85366-6408 Toll Free (866) 204-4786



Company Name: \_\_\_\_\_ Job Site Location: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Foreman/Supervisor: \_\_\_\_\_

## Topic 277: Forklift Safety (Part B)

**Introduction:** A powered industrial truck (forklift) is defined by OSHA as a mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. Forklift drivers must be adequately trained before being allowed to operate equipment of this type. OSHA standards state that "The employer shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified. Certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation." Evaluations of each operator's performance are required as part of the initial and refresher training, and at least once every three years.



**Under OSHA requirements, training must be based on:**

**Refresher training is required if:**

- Types of forklifts the operator will operate in the workplace
- Operator's demonstrated ability to operate a forklift safely
- Any required inspection or maintenance procedures
- Operator's prior knowledge and skill
- Hazards present in the workplace



- Operator is involved in an accident or a near-miss incident
- Operator has been observed operating the vehicle in an unsafe manner
- If determined during an evaluation, operator needs additional training
- Changes in the workplace that could affect safe operation of the forklift
- Operator is assigned to operate a different type of forklift

**Safe Operations** — When traveling with a load, the operator and pedestrians must communicate. When following another forklift, maintain spacing intervals of at least three truck lengths and sound the horn when approaching corners and blind areas. When placing and stacking a load, never stand, walk, or allow anyone to pass under a raised load. Before backing up, check behind and on both sides for pedestrians or other traffic.



**Fuel/Battery** — Battery charging must be done in a designated area. When charging batteries or refueling, always set parking brakes. Protect charging device(s) from damage by trucks, materials, etc. Keep metal tools and objects away from uncovered batteries.

Provide adequate ventilation around charging equipment. Use a hoist or other device(s) when handling batteries. Always wear appropriate personal protective equipment (such as gloves, eye protection, and etc.) when handling or charging batteries. Clean up fuel spills immediately and ensure filler cap is properly secured. No open flames, sparks, or electric arcs are allowed around battery charging or refueling areas. **NO SMOKING!**

**Inspection/Maintenance** — Equipment inspections must be completed at least once a day when used daily (before shift) and after each shift when used around the clock. Forklifts are required to be removed from service when found to be in need of repair, defective, or otherwise unsafe. Operators (at a minimum) should conduct required equipment inspections. Only qualified mechanics are authorized to make repairs to forklifts using only parts approved by the equipment manufacturer.



**Check the following when performing daily vehicle inspection:**

- Defective/unadjusted brakes
- Defective lift controls
- Damaged overhead guard/LBR
- Steering controls, hoses, fittings
- Inoperable horn
- Evidence of leaks (hydraulic fluid, etc.)
- Damaged chain anchor pin
- Worn tires/damaged rims



- Damaged mast chain
- Not running well/missing
- Dislodged/defective counterweight
- Broken/inoperable gauges
- Wear/defects in the forks/carriage
- Cracks/defects in mast/structure
- Missing/nonlegible data plate



**The vehicle's data plate** — contains the most important information about the truck (capacities at load centers). It is imperative that the data plate be in place and always legible.

**Conclusion:** Forklifts are versatile machines that effectively handle virtually any type of material (when properly packaged). However, the complex nature of lift truck design makes their operation susceptible to hazard. It is critical that operators are correctly trained and that equipment is properly maintained to ensure the safety of personnel involved in forklift operations.

### Work Site Review

Specific Work-Site Hazards and Safety Suggestions: \_\_\_\_\_

**Employee Signatures:**

*(My signature attests and verifies my understanding of and agreement to comply with, all company safety policies and regulations, and that I have not suffered, experienced, or sustained any recent job-related injury or illness.)*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Foreman/Supervisor's Signature:** \_\_\_\_\_

*These guidelines do not supercede local, state, or federal regulations and must not be construed as a substitute for, or legal interpretation of, any OSHA regulations.*