

MINIMUM REQUIREMENT



WP/SEA MINIMUM REQUIREMENTS Operating a Forklift



MEMORY JOGGERS

Ensure that the following conditions are met before proceeding. If not met, address on WP/SEA.

- Communicate the **“RIGHT TO STOP WORK AUTHORITY POLICY”** and is exercised by all crewmembers and other personnel that believe something or some condition has changed. The job is to be stopped and accessed before proceeding. The WP/SEA may need to be modified or a new WP/SEA maybe required before starting the work task again.
- Ensure there are no power lines in the vicinity of the lift, if so, get a spotter to help guide the forklift safely.
- Ensure that a **GIS Forklift Checklist** has been completed at the beginning of the shift.
- Seatbelts should be in good working order, not rusted or frayed.
- Check for extinguisher making sure it is not out of date and easy to get to.
- Horn must be in good working order, easy for anyone to hear in its proximity.
- Ensure back-up beeper is working.
- Make sure there are no leaks such as oil and hydraulic fluid.
- Ensure level terrain in travel area before operating forklift.

MINIMUM REQUIREMENTS

- 1) Verify **All** conditions identified in the “Memory Joggers” section are met (or are not applicable); if **ANY** are not met, **STOP** and add the necessary step to the WP/SEA to ensure the safest method possible.
- 2) Board the forklift using 3 point contact.
- 3) Sit and adjust seat and mirrors.
- 4) Fasten seatbelt and tighten.
- 5) Start engine and lift forks approximately 6 inches or higher, depending on terrain.
- 6) Look around for pedestrians and other vehicles.
- 7) When clear, put forklift in gear and proceed to load.
- 8) When at load, establish center of gravity.
- 9) Slide forks all the way under the load until it reaches the vertical frame.
- 10) Lift load to desired height and tilt back slightly.
- 11) Look around for pedestrians and other vehicles.
- 12) When clear, put forklift in gear and proceed to destination of load.
- 13) Lower load at destination, look for anything behind unit, and back out from under load.
- 14) Repeat steps 7 through 13 until task is complete.
- 15) When all lifts are complete, return forklift to its storage area.
- 16) Lower forks to ground and tilt forward, to avoid trip hazards.
- 17) Turn off engine, remove seatbelt and exit forklift using 3 point contact.

ENSURE MINIMUM REQUIREMENTS NUMBERS ARE RECORDED ON WP/SEA