

Forklift Carts and Dollies

AgSafe

Safe Work Procedure

PACKAGING/SHIPPING AREA

Accident Prevention Tips

- All employees should be instructed in **PROPER LIFTING TECHNIQUES**.
- Consider the ergonomics of each situation on the packaging line; examine repetitive motions, consider ergonomic stools and chairs, the floor surface for lengthy time standing.
- Only authorized personnel should make adjustments to any equipment in the packaging area.
- All guards and shields should be in place on equipment.
- Employees using forklifts and other mechanical devices should be vigilant for others so as not to have collisions.
- Make sure all stored materials are properly stacked and spaced.
- Loose or dangling clothing or jewelry, which can get caught, should not be worn around machinery.
- Never ride or walk on conveyors.

SHIPPING/RECEIVING/LOADING DOCKS

Accident Prevention Tips

- Damaged fertilizer or chemical containers should not be accepted.
- Do not stand on loading docks when trucks are backing up.
- Do not let trucks idle in a closed area, carbon monoxide could build up.
- Boxes and other materials received should be piled properly on skids for easy transport later.
- Use chocks on all trucks and trailers to prevent movement while loading or unloading.
- Never ride forklift trucks or stand on the forks.
- Use proper tools for removing nails, wires or staples from boxes or crates.
- Use eye protection and gloves when cutting strapping to open crates or boxes.
- Take care and use your full attention when using a knife to open cartons.
- Take incoming materials promptly to their storage areas.
- Floors and dock areas must be in good repair at all times.
- Employees required driving company vehicles should be taught defensive driving.
- Drivers should do a daily walk-around inspection of their vehicle, which would include steering, brakes, tires, lights, mirrors, windshield wipers, steps, and other vital items.

SHIPPING/RECEIVING/LOADING DOCKS cont.

- Make sure that steps, railings and retractable ramps on raised platforms in loading area are under good repair.
- Be sure your vision is not obstructed in any material handling operation. When lighting is inadequate, request supplementary lights and whenever necessary, get assistance.
- Blind corners should be approached with caution -- it is preferable to bring forklifts or equipment to a complete stop to ensure the safety of persons in the area.
- Remember that a loaded hand truck is hard to stop in a short distance. Care should be taken to prevent it from running into persons or objects. Trucks should not be pushed at running speeds!
- Before loading or unloading materials from transport trucks or railroad cars, be certain that they are properly spotted, brakes set and wheels chocked to eliminate accidental movement.
- Be sure that the paths of travel through which loads are to be moved are free of obstructions.
- Be sure aisles or passageways are wide enough to permit one forklift to pass another without colliding.
- Be sure that skids and pallets are in good repair and are safe to use.
- Remove or repair loose boards and protruding nails.
- Always raise and lower loads smoothly. Do not make sudden jerks.
- It is dangerous to precede a loaded truck down a ramp or inclined runway. Push, don't pull, whenever possible.
- Inspections should be made at regular intervals, depending on usage and type of device. Repairs should be made promptly by a competent mechanic using good quality parts and materials. Moving and bearing parts should be lubricated at regular intervals. Report defects or unsafe equipment at once and in writing for proper repair and maintenance.
- As far as possible, the device or equipment most adaptable to the size weights, shape and nature of the material or objects to be carried should be used.
- Be certain that you understand how each material moving job can best be accomplished. Ask your supervisor for instructions whenever necessary.
- Report any unsafe conditions to your immediate supervisor.

Dollies

- A dolly is usually a small truck with caster wheels used in transporting moderately heavy and cumbersome objects for short distances.
- Use a dolly only on a moderately smooth surface because of the danger of the load tipping over.
- Place the load so that it is properly balanced on the dolly. No lifting of the load should be necessary while it is being moved on the dolly. Because of the possibility of tipping, do not use dollies for transporting loads on inclines. Move unloaded dollies carefully - avoid kicking or pushing with one foot.
- Loads are usually placed on dollies by tipping the object up on one end and having a helper spot the dolly properly. It is often advisable to chock the dolly while the load is being lowered in place so that the helper may remove his hands and the dolly will not roll from under the load.
- The load should be pushed, and if you cannot see the path ahead, you should be guided by a helper.

- Be sure that the surface of the path of travel is free of bumps, holes or objects which might deflect the wheels of the dolly, causing it to veer sharply.
- Never use a dolly unless all casters spin freely.
- Never ride on either loaded or unloaded dollies.

Four Wheel Trucks (Carts)

- Load carefully so objects will not shift or fall. Pipe frames may be fitted into sockets on the side of the platform to keep round objects from rolling off and to provide handles for pushing, otherwise, such objects should be or lashed.
- Objects should never be loaded to a height that will obstruct the view of the operator.
- Four-wheel trucks should always be pushed not pulled whenever possible.
- Never permit anyone to ride on trucks.

Pump Trucks

Hand-operated lift trucks, including hand pallet trucks, are used for moving loads short distances without tying up motor equipment. They are used mainly with pallets (raised platforms) but may also be used in moving large cases. The long handle is used as a lever to operate the jack in lifting heavy loads.

- Always use a hand lift truck in conjunction with some type of pallets.
- When the truck is not in use, be sure that the steering handle is in an upright, to avoid tripping hazards.
- See that the truck is located under the pallet so that the load will not wobble or topple.
- Check the load on the pallet to be certain that it will ride safely.
- Generally, hand lift trucks must be pulled and have no braking mechanism. Be careful, therefore, of excessive speeds, particularly on down grades. If it is necessary to walk backwards, know where you are going and how the load is progressing.
- Request a helper for heavy loads or when working under difficult operating conditions.
- Size up the path over which the load must be moved and avoid bad flooring and side obstructions. When turning corners, be sure that there is adequate clearance for the load.
- Do not precede loaded pump trucks down a ramp or inclined runway.
- Do not ride permit anyone to ride on pump trucks at any time.

Two Wheel Hand Trucks

- Two-wheeled hand trucks are designed for use by one person. They range in size from working capacities of 90 kg to 275 kg (200 to 500 pounds) and will balance on the wheels when loaded properly. Skill and experience are essential to their safe use.
- Use care in loading. Distribution of the load with respect to weight is important. When the heavier portions of a load are placed too high on the

bed of the truck, the operator must exert himself more than when the heavier weight is placed low, close to the wheels.

- When a load is properly balanced, it is easier to move. Be sure however, that the path of travel is reasonably smooth and free of obstructions such as a sudden jar or stop may upset or unbalance the load. Be aware of side obstructions that may shift the load or bruise knuckles.
- Bagged materials (Fertilizer, lime, etc.) may be loaded by two men, one on each side. Place the first bag on its narrow side on the tongue of the truck so that it will not hang over and be cut by the sharp steel. Additional bags may be placed on their wide sides so that a greater number may be loaded at one time.
- Objects should never be loaded to a height that will obstruct the view of the operator.
- Large, heavy cases may be moved by placing a truck under each end of the object and using the lead truck for steering.
- When pulling backwards on the handles of a hand truck in order to move it after it has been loaded, place one foot on the axle and pull the handles toward the body. However, if the load is very heavy, the wheels should be choked and assistance should be requested.
- A hand truck is sometimes used as a pry or lever to facilitate loading. In such cases, be sure that the bite of the tongue under the object is secure. When used for this purpose, it is also good practice to brake or check the wheels to prevent slipping. Keeping toes and fingers out from under raised loads.
- Hand trucks should be parked in an upright position at racks and so arranged that they will not tip over.

Rules for Safe Operation of Forklift Trucks

- No person may operate a forklift truck unless he/she has been directed to do so by their supervisor and he/she have received instructions in the safe operation of a forklift truck or he/she is employed as a forklift operator and has received training to undertake the duties of a forklift operator.
- Every operator must complete a pre-check before operating the Forklift.
- If an operator identifies a defect with his/her vehicle, he/she must report the defect to his/her supervisor immediately.
- Every operator is expected to operate his/her forklift in a safe manner and all care must be taken so as not to endanger himself/herself or any other workers.
- Operators must mount and dismount forklifts in a safe manner.
- Operators must look all around before moving the forklift.
- Operators must not drive a forklift with defaults such as faulty brakes.
- Operators must not drive a forklift with any part of their body outside the machine.
- Operators must obey signs - traffic signs and worker's direction.
- Operators must not carry passengers on their forklift.
- Operators must park forklifts in the proper manner (i.e., place controls in neutral, apply the handbrake, remove the ignition key)
- Procedures pertaining to ignition keys may vary on some forklifts, check with your supervisor.
- Operators must not obstruct aisles or emergency equipment when parking their vehicles.
- Operators must not indulge in horseplay or stunt driving.

- Operators must not smoke while operating a forklift.
- Operators must push forks as far as possible under the load.
- Operators must not drive with the forks too high off the ground. The forks or the pallet carried by the forks, whichever is lower, should normally not be more than 6" off the ground.
- Operators must not use the forklift to lift wobbly or unstable loads.
- Operators must not elevate another employee without use of a safety platform with guard rails.
- Operators must look backwards before reversing their vehicles.
- Operators must face in the direction of travel.
- Operators must travel in reverse, if the load is such that forward vision is obstructed.
- Operators must come to a full stop before moving the directional (forward or reverse) lever to the opposite direction.
- Operators must come to a full stop before elevating loads where it is possible to do so.
- Operators must reduce speed on wet or slippery floors, rough terrain, in congested areas, and when turning corners.
- Operators must slow down when vision is obstructed (e.g., going around corners)
- Operators must sound the horn at intersections or before driving through doorways.
- Operators must give pedestrians the right of way.
- Operators should ensure that bystanders are at least fifteen (15) feet from the forklift while loads are stacked and de-stacked. At the end of room or row this operation may not be feasible. However, every precaution should be taken to ensure the well-being of the person giving directions.
- Pallets must not be stacked more than twelve (12) pallets high.
- All operators are required to report any personal injury or property damage accidents to their supervisor immediately.

Please use the following **Safe Work Procedures** as a guideline to building your own safe work procedures.