

Date Created:		Safe Work Procedure			Ref No:
Completed By (name(s)):					
Describe the activity or tasks/work process. <input checked="" type="checkbox"/>		Forklift Operation			
Safety critical Task:					
Location of process being carried out?		Various Locations: <ul style="list-style-type: none"> • Warehouse • Yard • Mechanic Shops 			
Identify the persons at risk:	Drivers: <input type="checkbox"/>	Mechanics: <input checked="" type="checkbox"/>	Office Staff: <input type="checkbox"/>	Yard Person: <input checked="" type="checkbox"/>	Other: <input checked="" type="checkbox"/> Warehouse Worker
Assigned hazard rating <i>(Examples: 1,2,3 – A,B,C – High, Moderate, Low)</i>	Moderate	Hazards <i>(List Identified Hazards)</i>	<ul style="list-style-type: none"> • Exhaust fumes • Slips, trips, and falls • Collisions • High traffic areas (pedestrians) • Forklift movement • Forklift tip over • Poorly stacked loads • Heavy loads • Blind spots • Poor lighting • Equipment failure • Falling objects • Noise • MSI (Neck and shoulders) • Stress • Fatigue 		
PPE required	• Safety Vest				
Training / Certification required	• Forklift Training and Certification				
Steps to perform the task/ work process safely <i>(Controls Implemented)</i>	Forklift Operation Operators must always follow speed limits! NO EXEPTIONS <ol style="list-style-type: none"> 1. Perform pre-use inspection Follow Equipment Inspection Safe Work Procedure 2. Refuel if necessary 3. Enter the forklift (3-point contact) 4. Fasten seal belt 5. Drive to pick up location and pick up product Rail Car/Container 				



	<ul style="list-style-type: none"> a. Check that the doc plates are installed and secure before entering b. Make sure the is good lighting before entering c. Watch for other workers before entering d. Use horn and other warning devices when entering <p>Warehouse</p> <ul style="list-style-type: none"> e. Watch for other equipment, Workers, and pedestrians <p>6. Drive to drop off location and drop off product</p> <p>Rail Car/Container</p> <ul style="list-style-type: none"> f. Check that the doc plates are installed and secure before entering g. Make sure the is good lighting before entering h. Watch for other workers before entering i. Use horn and other warning devices when entering <p>Warehouse</p> <ul style="list-style-type: none"> j. Watch for other equipment, Workers, and pedestrians <p>7. Return to charging station or parking location</p> <p>8. Confirm hand / emergency brakes are applied</p> <p>Note: Never lift a load higher And always make sure that the load is siting level on the forks and while using the clamp</p>
Signature:	Date:
Revision	
Comments:	Date: