

Using forklift trucks safely.

20 rules for correct use.



1 Daily checks

Check the operability of the forklift truck every day against a checklist. Trucks that appear to be faulty must not be used.



2 Heed the warnings

Pay attention to warning signs and to pedestrian-only areas. Be especially careful in areas where there are people on foot.



3 Get a better view

Tilt the load backwards while moving and keep it close to the ground. This will improve both your view and the truck's driving characteristics.



4 Avoid risk of accidents

Avoid abrupt acceleration and braking. High speeds and tight turns increase the risk of accidents. Drive carefully even when not carrying a load.



5 Be aware of the load's centre of gravity

Make sure that the load's centre of gravity is between the forks. Be very careful when moving bulky loads.



6 Driving with restricted view

If the view forwards through the load is restricted, drive the truck in reverse. Remember the rules about using ramps – they still apply.



7 Secure the goods correctly

Check that the goods are properly secured. Goods that are stacked higher than the protective cage can fall off and injure you or other people.



8 Do not overload

Avoid overloading the forklift truck and do not add further weight. You must not exceed the permitted load limit.



9 Operating the forklift safely

Only operate the forklift truck from the driver's seat. Use the restraint system to protect yourself from injury if there is an accident. While driving, it is always safest to keep your hands and feet inside the driver's cab.



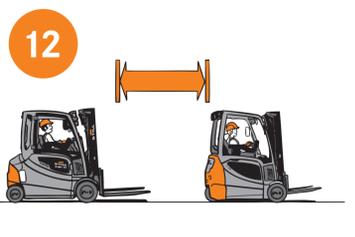
10 Take care with raised loads

Do not drive with raised loads. Falling goods can cause injury to people and damage to materials. Be aware of any possible obstacles in the working area. The risk of an accident is increased when driving with a raised load.



11 Caution with a raised load

As the driver, you must always stay fully in control of your vehicle. When the load is raised while order picking, do not leave the forklift truck and always keep the load within sight.



12 Keep a safe distance

Always maintain an adequate safe distance from other vehicles and observe the necessary braking distances.



13 Dangers of raised loads

You must not keep the vehicle with the load in the raised position. Falling goods can cause serious injuries.



14 Height clearances and floor loads

Always observe the warning notices regarding height restrictions and maximum floor loads, including those in lifts. Observe other warnings, too, such as pedestrian routes.



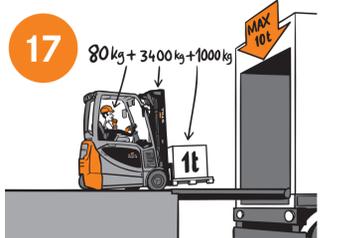
15 Dangers when using ramps

Always drive forwards onto ramps and slopes, with the load lowered and tilted backwards.



16 Do not turn on ramps

Manoeuvring on ramps can cause serious accidents in which the forklift truck can overturn. Special attention is required when using transport ramps.



17 Observe weight restrictions

Ensure that the combined weight of the forklift truck and load does not exceed the loadbearing capacity of loading or access platforms. Platforms must be adequately secured.



18 Do not transport passengers

Carrying passengers is prohibited as it can lead to accidents. Forklift trucks are to be used solely for transporting goods.



19 Work platforms are compulsory

People may only be lifted using a special work platform, because of the increased risk of accidents. The driver must not leave the forklift truck.



20 Park the truck correctly

Park the forklift truck in marked parking spaces. Make sure you lower the forks, tilt the lifting gear forwards, apply the parking brake and remove the keys from the ignition.

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