

VIII. OPERATING PROCEDURE (General) (Read Equipment Operations Manual)

1. Lift trucks should not be driven up to anyone standing in front of a bench or other fixed object.
2. All body parts (hands, arms, head, feet, legs, etc.) are prohibited outside the operator compartment of the truck, between the uprights of the mast or within the reach mechanism or other attachments of the truck.
3. Passengers are not allowed to ride on powered industrial trucks.
4. Operators should not block access to fire or emergency exits, stairways, fire equipment or electrical panels.
5. Under all travel conditions, operate the truck at a speed that will permit it to be brought to a stop in a safe manner.
6. Stunt driving and horse play should be prohibited.
7. The operator should slow down for wet and slippery floors.
8. Running over loose objects on the floor is prohibited.
9. The operator is responsible for cleaning up all fluid leaks (oil, hydraulic, transmission, etc.) from the floor.
10. Operators are required to report lift truck accidents involving personnel, building structures, and equipment to department management.
11. The operator should handle loads only within the capacity rating of the truck.
12. Lift trucks should not be used for any purpose other than what they were designed.
13. No person should be allowed to stand or pass under the elevated portion of any truck whether empty or loaded.
14. Lift trucks should not be started or any of its functions or attachments operated from any position other than from the designated operator's position.
15. If the powered industrial truck is equipped with seat belts or other restraining devices, the operator must use these devices.
16. When using an order picker lift truck, the operator should wear the safety belt harness secured to a lanyard at ALL times during operation of the unit. This includes horizontal as well as vertical operation.
17. The operator should look 360 before traveling with a lift truck, especially when backing up.
18. The operator should observe all traffic regulations and under normal traffic conditions, keep to the right.
19. A safe distance of approximately 3 truck lengths should be maintained when following another lift truck and the operator should keep his/her truck under control at all times.
20. The operator should not pass another truck traveling in the same direction.
21. The operator should yield the right of way to pedestrians at all times.
22. Operators should slow down and sound audible warning device (horn) at cross aisles and other locations where vision is obstructed.
23. The operator must keep a clear view of the path of travel and observe for other traffic, personnel and safe clearances. If the load being carried obstructs forward view, travel with the load trailing.
24. When the forks are empty, the operator should travel with the forks slightly tilted as low to the floor as practical. The operator is responsible for adjusting the height of the forks to a safe level when the operating terrain warrants.
25. When traveling with a load on the forks, the operator should travel with the load as low to the floor as practical with the load tilted back slightly for improved stability.

26. The operator of a narrow aisle reach truck that is unloaded should not travel until the forks are fully retracted and positioned as specified in item #24.
27. When ascending or descending a grade or incline the operator should:
Proceed slowly and with caution.
- Drive with the load positioned upgrade or uphill when the truck is loaded.
 - Tilt or raise the forks and attachments only as far as necessary to clear the road surface.
 - Sound horn before ascending or descending east and west ramps to annex.
28. At no time should a powered industrial lift truck be parked on steep inclines, ramps or dock plates.
29. A powered industrial truck is considered to be ATTENDED when the operator is less than 25 feet from the truck which remains in his view. Before leaving the operator's position, the operator should:
- Bring truck to a complete stop.
 - Place directional controls in neutral.
 - Apply the parking brake.
 - Lower the forks or attachments fully until resting on the floor. When lowering unloaded forks, the forks should be tilted forward first and then lowered to the ground until the tips of the forks come in contact with the ground.
30. A powered industrial truck is considered to be UNATTENDED when the operator is more than 25 feet from the truck which remains in his view, or whenever the operator leaves the truck and it is not in view regardless of distance from the truck. Before leaving the operator's position in this instance, the operator should:
- Follow the procedures in item #30.
 - Stop the engine or turn off the controls.
31. When removing battery covers to add or inspect electrolyte levels, the operator should wear face shield, goggles, rubber gloves, and apron. Protective equipment is not required when filling batteries equipped with an automatic filler.
32. If the lift truck is not put on a charge during off shifts or weekends, the operator should disconnect the battery plug from the truck plug.
- Note:** During normal production operation, the lift truck may remain plugged into the battery when left unattended.
33. To change an LP gas tank, the operator should:
- Put on leather work gloves and goggles.
 - Disconnect lift truck valve from the empty LP cylinder.
 - Replace with full cylinder.
 - Make sure tanks have appropriate GHS Label
- Note:** The pin on the lift truck must fit into the cut out hole(s) provided on the LP cylinder. This is required by law.
- Strap in the cylinder and re-connect the truck valve securely to the cylinder outlet.
 - Open cylinder valve and listen for leaks.
 - If leaking, close cylinder valve and slowly uncouple the fuel valve. Try to reconnect. If still leaking, try a different cylinder and notify department management of faulty cylinder.
 - If no leaks are present, lift truck may be utilized.
 - Shut off propane at end of shift

34. Lift trucks should not be operated with a leak in the fuel system until the leak has been corrected.
35. When unloading or loading semi-trailers the operator should:
 - Engage dock lock mechanism and light before entering the trailer.
 - Check condition of dock leveler plate and trailer floor before entering.
36. If the dock lock mechanism is malfunctioning or cannot be secured to the semi-trailer due to trailer damage, the operator should place wheel chocks under the rear wheels of the trailer prior to loading or unloading.
37. When unloading or loading the 28 foot trailers, the operator should follow the procedures outlined in item #36, and in addition:
 - Be sure the semi-tractor is coupled to the trailer, or,
 - The fixed jack on the front of the trailer is lowered to the ground to prevent these two trailers from tipping forward.
 - Chock the rear wheels of the trailer if the dock lock device does not work.
38. The operator should use the following backup procedure and sequence:
 - Pivot at the waist and inspect the area of operation in the rear of the fork truck, watching for obstructions and pedestrians.
 - Blow the horn to alert any pedestrians that may or may not be visible. " Engage the directional lever to the reverse position.
 - Concentrate on the removal of the forks from the load to avoid any load disturbance, as you back the fork truck out of the load.
 - Stop the forklift truck a safe distance away from the load's resting location and lower the forks to the proper travel height and angle.
39. During load placement, the operator should:
 - Square the fork truck with the load resting location.
 - Stop the fork truck a safe distance away from the load resting location.
 - Raise the load to proper entry height.
 - Drive forward with the load and position the load over its resting location.
 - Lower the load to a safe height of 4", if possible.
 - Tilt the load forward to a level position.
 - Lower the load to its resting platform.
 - Back up the unit using proper back up procedures and sequence. (Item #39)
40. During load retrieving, the operator should:
 - Square the fork truck with the load resting location.
 - Stop the fork truck a safe distance away from the load resting location.
 - Raise the forks to eye level and level the forks to a horizontal position.
 - Raise the forks to the proper entry height.
 - Enter the load and maintain the clearance around the forks to avoid load disturbance.
 - Raise the load so it is completely suspended from its resting platform.
 - Tilt the load back.
 - Visually inspect the rear area of the fork truck to ensure no pedestrians are behind or around the unit.
 - Back up the unit using proper back up procedures and sequence.
 - Back up the fork truck to a safe distance and stop.
 - Lower the load to the proper travel height.