CONSTRUCTION FORKLIFT
OPERATOR'S DAILY CHECKLIST

(Complete before the start of each shift)

DATE	JOBSITE		
IT NUMBER/DESCRIPTION		SERIAL NUMBER	JOB NUMBER
☐ INTERNAL COMBUSTION	☐ ELECTRIC	HOUR METER START _____ END _____ TOTAL HRS. _____	
OPERATOR'S SIGNATURE		SUPERVISOR'S SIGNATURE	

CHECK ANY DEFECTIVE ITEM WITH AN X AND GIVE DETAILS BELOW.

	ACCELERATOR		ENGINE OIL LEVEL		OIL PRESSURE
	AIR CLEANER		FORK/ATTACHMENT CONDITION		OPERATOR'S MANUAL
	BACKUP SIGNAL		FRAME LEVELING		OUTRIGGERS
	BATTERY CONNECTOR		FUEL FILTER		OVERHEAD GUARD
	BATTERY - DISCHARGE INDICATOR		GAUGES		RADIATOR LEVEL
	BRAKES - PARKING		HORN		- COOLANT LEVEL
	BRAKES - SERVICE		HOUR METER		- LEAKS
	CAB		HYDRAULIC CONTROLS		SEAT BELT
	- CLEAN		HYDRAULIC FLUID LEVEL		STEERING
	- DOORS		LIGHTS		TIRES
	- MIRRORS		- HEAD		TRANSMISSION
	- STEPS		- TAIL		- FLUID LEVEL
	- WINDOWS		- WARNING		- LEAKS
	CHASSIS LUBRICATION		LOAD CAPACITY CHART		UNUSUAL NOISES
	CONTROLS		- LIFT		
	- LOWERING/RAISING		- EXTEND		
	- CONTRACTING/EXTENDING		OIL LEAKS		

DETAILS: _____

FORKLIFT OPERATOR SAFETY

THE FORKLIFT

Pre-use inspections must be conducted at the start of each shift.

Documented periodic inspections should be conducted.

Forklifts turn from the rear axle, pivoting around the front tires.

Lifting capacity is generally based on a 24-inch load center.

Forklifts use the front axle as the balance point.

NEVER exceed the rated capacity of your lift.

Data plate and/or load charts must be available and legible.

Operator's manuals must be accessible.

Forklifts cannot be modified or altered without approval by the manufacturer.

Forklifts swing wide at the front and the rear.

Forklift stability is based upon a "stability triangle" with a wide base at the front axle and apex at the rear axle.

As a forklift elevates the load, it becomes less stable. The load begins to exert leverage.

Most forklifts (especially industrial lifts) are "top-heavy" in relation to their wheelbase.

Momentum can cause loss of control of the load, or the forklift.

Display proper signage or lighting when operating in traffic exposures.

Parked forklifts must have the forks lowered to the ground, brake set, and engine shut down. If left unattended, keys must be removed.

THE LOAD

Know the rated capacity of your lift truck and NEVER exceed it.

Know the weight of the load.

NEVER add extra weight to counterbalance an overload.

Overloading will cause a loss of steering control and loss of stability.

Avoid sudden starts, stops, or turns while loaded.

Loads must be secure and stable to avoid shifting or loss of the load.

Loads that extend above the backrest must be secured, to prevent them from falling back onto the operator's position.

Verify that pallets are in good repair and capable of supporting the load.

When picking up a load, insert the forks completely under the load.

Odd shaped or unbalanced loads should be carried with the load center as close to the backrest as possible.

Carry the load low (high enough to clear obstacles), close to the front wheels.

Carry loads tipped slightly back to help secure and keep the load center close.

Be sure to check for overhead clearance before lifting. (Clearance for the mast and clearance for the load.)

THE OPERATOR

Operate only equipment that you are familiar with and authorized to use.

Operate the lift truck smoothly when starting, stopping, turning, or lifting.

NEVER operate controls unless properly seated.

Keep your hands and feet inside the operator's compartment.

Verify that the lift truck is in safe working condition at the start of each shift.

Immediately report equipment damage or defects. Get them fixed before resuming use of the lift equipment.

All elevated loads are hazardous. Keep pedestrians and other traffic away.

In case of an overturn, stay in the truck. <u>WEAR YOUR SEATBELT!</u>

Collisions, damage, and near miss incidents should be promptly reported.

Avoid operating a lift truck in congested areas or in high vehicle and pedestrian traffic.

The operator must yield to pedestrian traffic. Stop. Lower the load. Wait.

Prepare for the unexpected. Equipment. The Load. Traffic. Activities.

Communicate through universal hand signals or radio. Designate a signaler.

Keep your eyes moving and your mind on what you are doing.

As the operator, YOU have control of the equipment, the load, and your attitude!

The operator must be physically and mentally capable of the duties.

Operating equipment is not a passive activity; your full attention is REQUIRED!

MAINTAINING CONTROL

Drive smoothly when starting, stopping, and turning.

Always be alert for the changing conditions of your job site.

Plan before lifting. Consider the load, the routes of travel, surface conditions, the landing site, other traffic, and other workers.

Operate only as safe speeds. When carrying a load, maximum speed should be about normal walking speed.

Use your horn at blind corners or areas with blocked or limited visibility. Stop, sound the horn, proceed with caution.

Slow down at all corners, and watch the swing of both the load and the rear of the unit.

When operating on an incline:

- **Travel straight up or down (even with frame leveling).**
- **Be cautious with turns, since this "narrows" your wheelbase.**
- **Keep loads low and on the "uphill" side. (i.e. drive up, back down)**

When driving in reverse or backing:

- **Face to the rear**
- **Sound the horn before moving**
- **Drive slowly**
- **Use a spotter in congested areas**

Avoid wet, oily, slippery areas. Avoid loose objects, holes, and rough areas.

Cross rail grades, curbs, grates, etc. at an angle, by "walking" one wheel at a time.

Always check for adequate overhead clearance. Maintain at least 10 feet of clearance from power lines, and 3 feet from sprinkler heads.

Always inspect flooring of trucks and rail cars. Be sure that breaks are set and wheels are ALWAYS blocked or chocked.

Maintain at least three truck lengths following distance from other forklifts.

Weights of Material

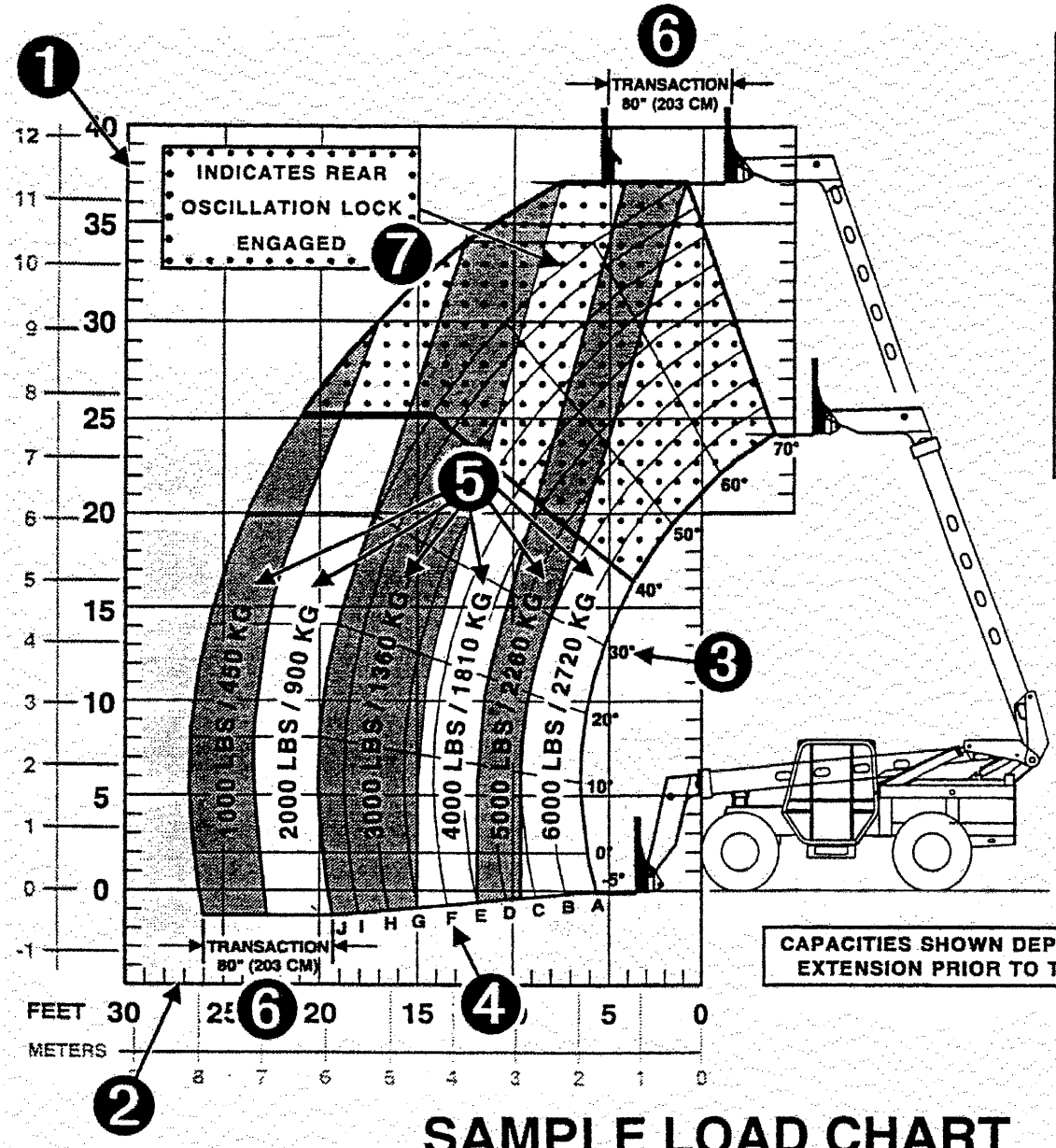
SLINGMAX® RIGGING PRODUCTS

Materials and Liquids - Pounds / cu. ft.			
Aluminum	165	Granite	96
Asbestos	153	Iron Casting	450
Asphalt	81	Lead	710
Brass	524	Limestone	95
Brick, Soft	100	Lumber - Fir	32
Brick, Medium	115	Lumber - Oak	62
Brick, Hard	130	Lumber - RR Ties	50
Bronze	534	Marble	95
Coal	56	Oil, Motor	60
Concrete, Reinforced	150	Paper	58
Copper	556	Portland Cement, Loose	94
Crushed Rock	95	Portland Cement, Set	183
Diesel	52	River Sand	120
Dry Earth, Loose	75	Rubber	94
Dry Earth, Packed	95	Steel	490
Gasoline	45	Water, Fresh	63
Glass	160	Zinc	437
Materials - Pounds / sq. ft.			
Steel Plate		Aluminum Plate	
1/8"	5	1/8"	1.75
1/4"	10	1/4"	3.50
1/2"	20	1/2"	7.00
3/4"	30	3/4"	10.50
1"	40	1"	14.00

Formulas and Information

H = Height **W** = Width **L** = Length **d** = diameter **r** = radius (1/2 dia.) π = 3.14 (rounded 3.15) [area of a square or rectangle = HW] [Vol of cube = HWL] Circumference of circle = πd] [area of a circle = πr^2 or the approximate are of a circle = 80% of the dia^2 (dia x dia x .80)]

SAMPLE LOAD CHART



MAXIMUM BOOM LOAD CAPACITIES AT 24" LOAD CENTER, FOR LIFT AND REACH POSITIONS IN POUNDS AND FEET WITH METRIC CONVERSIONS.

MANUFACTURER'S RECOMMENDED CAPACITIES ARE IN CONFORMANCE WITH ANSI/ASME B56.6 STABILITY TESTS USING STANDARD HOMOGENEOUS CUBES 4' x 4' x 4'.

MANUFACTURER'S RECOMMENDED LOADS AND ANGLES SHOWN ARE AT THE HORIZONTAL CENTER OF GRAVITY OF THE ABOVE CUBE. CAPACITY ADJUSTMENT MUST BE MADE FOR EXTENDED LOAD CENTERS AND OTHER VARIATIONS OF LOAD SIZE, ETC.

RATED LIFT CAPACITIES SHOWN ARE WITH MACHINE ON A FIRM, LEVEL SURFACE WITH UNDAMAGED, PROPERLY INFLATED, BALLAST-FILLED TIRES.

CAPACITIES SHOWN DEPICT FULL BOOM EXTENSION PRIOR TO TRANSACTION.

SAMPLE LOAD CHART

CONSULT LOAD CHART MOUNTED IN MACHINE
FOR YOUR MACHINE'S MODEL AND
OPTIONAL ATTACHMENT CAPACITIES

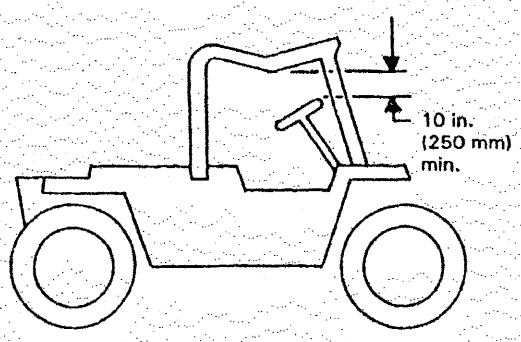


FIG. 11 OVERHEAD GUARD IMPACT DEFORMATION LIMIT

8.24 Emergency Lowering of Load

8.24.1 Vertical masts shall be provided with a means to prevent the load from lowering at a rate in excess of 120 ft/min (0.6 m/s) in case of a failure in the load supporting hydraulic control circuits.

8.24.2 Variable reach booms shall be provided with a means to prevent the boom from automatically lowering in case of a failure in the load supporting hydraulic control circuits.

8.25 Platforms for Elevating Personnel

8.25.1 Design requirements for the manufacture of the platform shall include the following:

(*a*) a platform floor having a slip resistant surface located not more than 8 in. (200 mm) above the normal load supporting surface of the fork;

(*b*) floor dimensions which shall not exceed two times the load center distance listed on the truck nameplate, measured parallel to the longitudinal center plane of the truck, nor have a width greater than the overall width of the truck [measured across the load bearing tires plus 10 in. (250 mm) on either side]. Minimum space for each person on the platform shall not be less than 18 in. (450 mm) in either direction;

(*c*) means so that the platform can only be centered laterally on the truck and against the vertical face of the forks or carriage;

(*d*) a 4 in. (100 mm) minimum height toe plate which may be omitted at the access opening (does not apply to high-lift order picker trucks);

(*e*) an overhead protective device, when requested by the user;

(*f*) a means to securely attach the platform to the lifting carriage or forks, and to prevent the lifting carriage or forks from pivoting upward;

(*g*) controls, when supplied for use on the elevating platform, shall be readily accessible to the operator and protected from damage and inadvertent actuation. They shall include provision to shut off power to the truck;

(*h*) a clearly identified lowering means, accessible from the ground, which shall provide for overriding the controls on the platform;

(*i*) a combined mass (weight in pounds) of the platform, equipment, and personnel which does not exceed one-fourth of the capacity at the related load center and maximum forklift height as indicated on the information plate of the truck on which the platform is used (does not apply to high-lift order picker trucks);

(*j*) a rated work load of the platform which is not less than 300 lb (136 kg) in conformance with (b) above and (o) below;

(*k*) information prominently indicated on the platform:

(*1*) maximum work load including personnel and equipment;

(2) weight of empty platform;

(*l*) protection for personnel in their normal working position on the platform from moving parts of the truck that represent a hazard;

(*m*) restraining means such as a guardrail or a means for securing personnel such as a body belt and lanyard. A guardrail or similar structure shall have a nominal height to the platform floor of 42 in. (1066 mm) around its upper periphery and include a midrail. It may be hinged, removable, or of chains, and used to provide an access opening if proper positioning is easily accomplished and a secured condition is discernable. Such restraining means shall be capable of withstanding a concentrated horizontal force of 200 lb (890 N) applied at the point of least resistance without permanent deformation. A body belt and lanyard is to have an attachment point provided overhead for freedom of movement, and its length is to limit free-fall to 5 ft (1500 mm) measured from the point of attachment to the operator. The complete system shall be capable of withstanding three consecutive drop tests to simulate a 250 lb (113 kg) person falling 6 ft (1800 mm) without allowing the test weight to fall free to the ground. A deceleration device may be included.

(*n*) means to prevent unintended descent in excess of 120 ft/min (0.6 m/s) in event of a hose failure;

(*o*) structural safety factor — all load supporting structural elements of the work platform shall have a structural safety factor of not less than 2 to 1 based on the minimum yield strength of the materials used.