

Lifting Equipment/Material Using a Forklift

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Pinch points	CSA foot wear	Operator Certification
Fork lift tip	Gloves	
Hydraulic Failure	Hard Hats	
Back strain	High Vis Vests	

Safe Work Procedure:

- 1) Confirm current maintenance inspection prior to use
- 2) Confirm weight of piece to be lifted is within capacity of the fork lift to be used
- 3) Operator to be wearing seat belt if provided by factory
- 4) Clear area of pedestrians and all traffic
- 5) Place lift forks under piece to be relocated
- 6) Ensure load is balanced
- 7) Raise up load in cautious matter
- 8) Secure load on forks for transport
- 9) Keep the load as low as possible while moving
- 10) Transport load to location
- 11) Once load is in place lower the forks slowly until forks are free
- 12) Slowly back the fork lift up until the forks are free of the load
- 13) Park the forklift in a safe place out of the way
- 14) Engage the park brake and turn the forklift off along with the propane

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
	Reviewed By WSH Committee: Date: