



# West Bay Sanitary District Code of Safe Practice

---

FOR IMMEDIATE RELEASE  
Initial: June 01, 2012

Questions or comments regarding this  
Code of Safe Practice should be directed  
to the Regulatory Compliance Coordinator.

---

## Forklift and Industrial Trucks

---

- Pre-inspect equipment including rental equipment.
- Review and understand the manufacturer's operator's manual for this equipment.
- Only operators certified by the employer and trained in the safe operations of industrial trucks, within the last three years, shall be permitted to operate forklifts and/or industrial trucks.
- Rated capacity must be stated on forklift, and it shall not be loaded in excess of that amount.
- Riders shall not be permitted on forklifts or on forks of lift trucks.
- Loaded forklifts shall not be moved until load is safe and secure.
- Seat belt must be worn at all times.
- All unattended forklifts shall have mast at vertical position; forks in the down position; engine shut down; and parking brake set.
- Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object where such person could be caught between the forklift and object.
- Operators shall look in the direction of travel and shall not move forklift until certain that all persons are clear.
- The forks shall always be carried as low as possible, consistent with safe operation.
- Forklifts shall not be driven into and out of highway trucks and trailers at unloading docks, until such trucks are securely blocked and brakes set.
- Employees shall not place any part of their body outside the running lines of the forklift or between mast uprights or other parts of the unit where shear or crushing hazards exist.

- Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling. (Industrial Safety Orders §3664. Operating Rules (6)).
- The operator shall slow down and sound the horn at all locations where visibility is obscured or obstructed. If the load being carried obstructs forward view, the operator (unless uphill) shall be required to travel with the load trailing.
- Extreme care shall be taken when tilting loads. Tilting forward with forks elevated, shall be prohibited except when picking up a load. Tilting elevated loads forward shall be prohibited except where the load is to be deposited on a storage rack or equivalent.
- Special precautions shall be taken in the securing and handling of loads by forklifts equipped with special attachments, and during the operation of these trucks after loads have been removed.
- If lifting employees with a forklift:
  - Use an approved basket and appropriate fall protection. See Fall Protection Standard.
  - Operator at the controls at all times.
  - Basket secured to the forks.
  - Mast-guard in place.
  - Mast kept in a vertical position.
- When forks are empty, and when ascending or descending grades, mast should be tilted to the rear to prevent tips of forks from contacting ground.
- Grades should be ascended and descended slowly.
- Employees shall not ride on forks of lift truck.
- The forks shall be placed in such a manner that load will be securely held or supported.
- Forklifts shall not be operated if any employee is in a position where they can be struck by the load if any part of it falls or slides from the forks.

## PERSONAL PROTECTIVE EQUIPMENT

Protection Area	PPE Required
Eye	Safety glasses or goggles meeting the ANSI Z87.1 Standard.
Face	
Hand	Work gloves.
Head	Hardhat.
Foot	Leather steel toe safety shoes or boots.
Body	
Respiratory	
Hearing	Wear earplugs or earmuffs as necessary.