



# **DON'T BE A DUMMY ABOUT FORKLIFT SAFETY**

**Leader's Guide, Fact Sheet  
& Quiz**

***This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.***

## **PREPARING FOR THE MEETING**

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

## **CONDUCTING THE PRESENTATION**

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

# 1125 DON'T BE A DUMMY ABOUT FORKLIFT SAFETY FACT SHEET

**LENGTH: 18 MINUTES**

**PROGRAM SYNOPSIS:**

“You don’t really want to be a dummy about forklift safety.” Those simple words really explain the purpose of this program. This video discusses important concepts about forklift safety and the consequences of unsafe acts. Featured are workplace “dummies” who commit common safety errors that result in injury and property damage: driving forklifts erratically, not paying attention, showing off and taking unnecessary risks. These incidents drive home the point that safe forklift operators must have good safety attitudes and must exercise sound judgment.

Topics include pre-operational inspection, responsible driving and operation, vehicle stability, unique handling characteristics, traveling on sloped surfaces and using forklifts to reach elevated areas.

**PROGRAM OBJECTIVES:**

After watching the program, the viewer will be able to explain the following:

- The importance of the pre-operational inspection;
- The unique handling characteristics of a forklift;
- How to drive a forklift safely;
- How to prevent tip-overs and what to do if one occurs.

**PROGRAM OUTLINE:**

**TRAINING & AUTHORIZATION**

- Before operating any type of powered industrial truck, you must be fully trained and authorized.
- As a lift truck operator, you will receive hands-on training on the specific type of forklift you will operate.

**PRE-OPERATIONAL INSPECTION**

- The first step to operating a forklift safely is the pre-operational inspection. The purpose of this inspection is to ensure the proper operation of the vehicle.
- The pre-operational inspection must be done at least once a day. If the truck is used continuously, it should be inspected after each shift.
- Failing to conduct a complete inspection leaves the vehicle susceptible to a serious malfunction.

**SAFE DRIVING PROCEDURES**

- When approaching a blind intersection or doorway, stop and sound your horn to alert pedestrians and other lift truck operators of your presence.
- Keep a constant watch for pedestrians and other obstacles by scanning your path of travel. Make sure you always have a clear view.
- When going from areas of light to areas of dark, stop and give your eyes time to adjust before entering to make sure nothing is in your path.
- Each time you back up, look completely behind before moving to make sure the path is clear.
- Keep an eye out for pedestrians. Never allow them to pass under a raised load or between the lift truck and fixed objects such as a wall or bench.

**UNIQUE HANDLING CHARACTERISTICS**

- Lift truck operators must understand the unique handling characteristics of forklifts in order to operate them safely. Forklifts have very different braking, steering and tip-over characteristics compared to automobiles.
- These characteristics change depending on the weight of the load and the conditions of the work area.
- For example, the distance it takes to stop a lift truck increases when going down an incline, traveling over areas with poor traction or anytime the lift truck is carrying a load.

- Always operate the lift truck in a manner and speed that will allow it to be stopped safely. When you encounter conditions that reduce stopping distance, reduce your speed and increase your distance from edges and other objects.
- The steering characteristics of the lift truck are also different than that of an automobile.
- Lift trucks steer from the rear, which enables them to run around in tight quarters. This causes the rear of the truck to swing wide when turning.

### **THE STABILITY TRIANGLE**

- Perhaps the most important characteristic of forklifts you must understand is its tendency to turn over under certain loading and operating conditions.
- Lift trucks have a zone of stability defined by three points of their suspension system. These points create the borders of what is known as the stability triangle.
- Under ideal conditions, the forklift's counterweight combined with the weight of the load will focus the total weight of the loaded truck in a specific spot called the center of gravity.
- When the center of gravity is in the center of the stability triangle, the truck is very stable and will not tip over.

### **PREVENTING TIP-OVERS**

- To help prevent tip-overs, reduce the speed of the truck before making any turn. Keep the load as low to the ground as possible.
- In addition, make sure the forklift has come to a complete stop before raising or lowering the load. Never raise or lower the load while moving.
- When crossing railroad tracks or similar obstacles, always proceed at an angle. This keeps two of the three points of contact on solid ground at all times, reducing the chances of a tip-over.
- When traveling on ramps and inclines, stay in the center of the ramp and don't hug the edge.

### **RESPONDING TO TIP-OVERS**

- If you are involved in a tip-over, your life may depend on taking the proper action.
- During the tip-over, do not attempt to jump from the truck. Many people are killed by the safety cage crushing their head or neck during the tip-over.
- The safest place to be when a truck tips over is inside the safety cage. As soon as you feel the truck tipping over, pull yourself tight against the steering wheel and lean in the opposite side of the turnover.
- By holding on tight and wearing your seatbelt, you can stay inside the protected area of the safety cage.

### **OTHER SAFE WORK PRACTICES**

- Using a pallet or the forks of a lift truck as a lifting platform is highly dangerous and is not allowed at any time. Only an approved lifting cage with guardrails and the appropriate restraint devices may be used to raise personnel with a forklift.
- If someone requests you to make an unsafe lift, it is your responsibility to refuse.
- Under no circumstance are passengers allowed to ride on a forklift. Not only are there no seatbelts provided for passengers, but riders are also left vulnerable to being struck by falling loads or passing objects since they are outside the safety cage.

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**ANSWERS TO THE REVIEW QUIZ**

1. b

2. a

3. a

4. d

5. c

6. a

7. b

8. b

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### REVIEW QUIZ

*The following questions are provided to determine how well you understand the information presented in this program.*

Name \_\_\_\_\_ Date \_\_\_\_\_

1. If you have been trained and authorized to operate a particular type of forklift, you are then qualified to operate all types of lift trucks at your facility.
  - a. True
  - b. False
2. If your forklift has been used on the shift before yours, you should still conduct a pre-operational inspection.
  - a. True
  - b. False
3. You should remove the key from a parked forklift if you are going to be more than \_\_\_\_ feet from it.
  - a. 25
  - b. 50
  - c. 75
4. The stopping distance of a forklift increases when \_\_\_\_\_.
  - a. Traveling down an incline
  - b. Traveling over loose gravel
  - c. You are carrying a load
  - d. All of the above
  - e. None of the above
5. Where are the three points located that make up a forklift's stability triangle?
  - a. At the top of the safety cage
  - b. Between the forks and the mast
  - c. At the suspension system
6. You should always keep the load facing uphill on a slope, even if you are backing down it.
  - a. True
  - b. False
7. If a forklift has just begun to tip and you can unfasten your seatbelt, you should jump out of the cage in the opposite direction of the tip-over.
  - a. True
  - b. False
8. Who is responsible for making sure the wheels of a trailer are chocked before a forklift enters?
  - a. The trailer's truck driver
  - b. The forklift operator
  - c. The forklift operator's supervisor
  - d. The foreman or supervisor of the loading dock