



Training Solutions, Delivered!

HIGH-IMPACT FORKLIFT SAFETY

(Concise)

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

Item Number: 3671

© AP Safety Training

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.

3671 HIGH-IMPACT FORKLIFT SAFETY (*Concise*) FACT SHEET

LENGTH: 5 MINUTES

PROGRAM SYNOPSIS:

While we depend on forklifts to help us in our jobs, we must also depend on our own safety sense to protect us from accidents and injuries. Because all workers have an increasing role in the necessity of forklift safety, remaining accident-free demands a conscious daily effort on the part of everyone at the plant.

This video uses graphic re-creations of actual workplace accidents involving forklifts to show your employees that forklift safety is a life or death issue. Your employees will respect forklifts as powerful machines after viewing the program.

PROGRAM OBJECTIVES:

After watching the video, the viewer will be able to identify the following:

- What the three major areas of forklift safety are;
- What the most common causes of forklift accidents are;
- Why it is important to always follow safety rules when operating a lift truck.

INSTRUCTIONAL CONTENT:

THREE MAJOR AREAS OF FORKLIFT SAFETY

❶ Knowledge of the Characteristics/ Operation/Limitations of the Lift Truck

On July 30, 1990, a forklift operator was raising a load while simultaneously turning the forklift. The forklift overturned and the operator was crushed to death. *Know and understand the operations and capabilities of any forklift that you operate.*

❷ Knowledge of the Job Hazards That Are Present During Forklift Operation

On Nov. 13, 1989, a forklift operator working in a busy area was distracted by another forklift nearby. The operator didn't see an employee who was walking in his path and his forklift ran over and killed the pedestrian. *Pay attention to workplace hazards and the location of forklifts operating in your work area.*

❸ Knowledge of General Safety Rules That Apply to All Forklifts

On Aug. 3, 1990, a lift truck operator unloading a container of waste left the truck in neutral and did not set the parking brake. While loading the hopper, he was squeezed to death between the hopper and the box on the forklift when the truck rolled forward. Failure to lower the forks and apply the parking brake cost him his life. *Know and follow all safety rules when operating a forklift.*

- If we all make it our responsibility to understand the importance of safety in these three areas, we can reduce or eliminate forklift accidents.

FORKLIFT ACCIDENTS

- While operators suffer the most fatalities, the most injuries resulting from forklift accidents are suffered by pedestrians and co-workers.
- The most common forklift injuries result from pedestrians being run over by the truck or being struck by its load.
- Many accidents occur because persons working around forklifts assume that the forklift will move in a certain direction, only to discover that the driver had another direction in mind.
- Accidents also occur when forklifts are used by those who have little or no knowledge about their operation.
- The thirteen most common accident causes are as follows: electrocution, improper use of vehicle, unloading an unsecured trailer, faulty lift truck, suffocation from fumes, forklift striking material, losing control of vehicle, improper maintenance procedures, running off loading dock, struck by falling load, struck by truck, falling from elevated forks and tip-over of forklift.

SAFETY LESSONS

- Never attempt to operate a lift truck unless you have been trained and authorized by your company to do so.
- If you are an operator, know and understand the stability of the truck and its load.

- When loading and unloading, observe all safety procedures and practices.
- Always drive the forklift safely with your safety and the safety of others in mind.
- As a pedestrian, always be aware of the presence of forklifts in the area and keep a safe working distance from them at all times.

HIGH-IMPACT FORKLIFT SAFETY (*Concise*)

ANSWERS TO THE REVIEW QUIZ

1. b

2. b

3. a

4. a

5. b

HIGH-IMPACT FORKLIFT SAFETY (Concise)
REVIEW QUIZ

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

Name _____ Date _____

1. There are four major areas of forklift safety.
 - a. True
 - b. False

2. Who is at the greatest risk to suffer an injury associated with forklifts?
 - a. Forklift operators
 - b. Pedestrians

3. The most common forklift injuries result from pedestrians being run over by a truck or being struck by a load.
 - a. True
 - b. False

4. You should never attempt to operate a lift truck unless you have been trained and authorized to do so.
 - a. True
 - b. False

5. As a pedestrian, you don't need to be aware of lift trucks operating in your area.
 - a. True
 - b. False