



Training Solutions, Delivered!

SAFE USE AND OPERATION OF FORKLIFTS: HANDLING AND STABILITY CHARACTERISTICS

Leader's Guide, Fact Sheet & Quiz

Item Number: 5263
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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.

5263 SAFE USE AND OPERATION OF FORKLIFTS: HANDLING AND STABILITY CHARACTERISTICS FACT SHEET

LENGTH: 2:47 MINUTES

PROGRAM SYNOPSIS:

A forklift is much heavier than a similar sized automobile and handles much differently. Due to their heavy weight, a lift truck requires additional stopping distance, and as an operator you must understand the unique handling characteristics of the powered industrial truck you plan to operate.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- The unique handling characteristics of forklifts;
- How weight and load affect the stability of the forklift;
- The best way to operate a forklift while carrying a load;
- Tips to ensure safe travel paths while operating a forklift.

INSTRUCTIONAL CONTENT:

SAFE USE AND OPERATION OF FORKLIFTS: HANDLING AND STABILITY CHARACTERISTICS

- A forklift is much heavier than a similar sized automobile and handles much differently.
- Due to their heavy weight, a lift truck requires additional stopping distance, and the various steering configurations of the wheels can allow the rear end of the lift, as well as other parts, to swing wide and collide with objects or nearby personnel. Operators must drive with caution at all times.
- As an operator you must understand the unique handling characteristics of the powered industrial truck you plan to operate.
- The stability of a forklift is impacted by the weight of the load, the position of the load, the condition of the traveling surface and if the surface is level.
- Never overload a forklift. A certified operator must understand how to read the lift's data plate to determine its maximum capacity.
- The data plate will list the truck's maximum lifting capacity for a specified "load center."
- The "load center" is the distance from the forklift's mast to the center of gravity of the load. This distance can vary depending on the size of the pallets used or the size and shape of the load to be carried.
- Forklifts with telescopic booms and various types of reach trucks have the ability to extend the load away from the truck's base. This reduces the forklift's capacity and can easily cause a tip-over if caution is not taken.
- These types of extended reach industrial trucks have additional information on the data plate or on a load chart that lists its capacity at various reach distances and angles.
- A powered industrial truck will become more unstable as a load is raised or extended.
- This is why you should not raise, lower or extend a load while traveling. The load should be carried low to the ground and as close to the lift as possible.
- A forklift can also become unstable and tip-over when it is not traveling on a level surface. This is why lift operators must use extreme caution on ramps, inclined surfaces and uneven terrain.
- For maximum stability, only travel straight up or down an incline. Never travel at an angle on a sloped surface. Also, always keep the load facing uphill when carrying a load on an incline.
- Be aware that potholes, deep ruts, soft or unstable soil and drop-offs can also cause a forklift to tilt and possibly tip-over.
- Inspect the traveling surface prior to operating a forklift to avoid these types of tip-over hazards.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. a

4. b

SAFE USE AND OPERATION OF FORKLIFTS: HANDLING AND STABILITY CHARACTERISTICS
REVIEW QUIZ

Name _____ Date _____

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

1. The rear end of a forklift, as well as other parts, can swing wide and collide with objects or nearby personnel.
 - a. True
 - b. False

2. The data plate will list the truck's maximum lifting capacity for a specified _____.
 - a. Temperature
 - b. Load center
 - c. Fuel source
 - d. Type of load

3. The capacity of extended reach forklifts is affected by the reach distance and reach angle.
 - a. True
 - b. False

4. You should only raise or extend a load while traveling when the ground or floor is level.
 - a. True
 - b. False