



DID YOU KNOW?

Powered industrial trucks, or forklifts, originated in the United States in 1917. Forklifts are used to move and lift materials and offer load capacities from a few thousand pounds up to 180,000 lbs.

All forklift truck operators must complete initial training and be evaluated for operation performance prior to be assigned to operate a forklift truck. Refresher training and performance evaluation is required every three years.

The 10 Commandments of Tractor Safety

1. Know your tractor, its implements and how they work. Please read and understand the Operator's Manual(s) before operating the equipment. Also, keep your equipment in good condition.
2. Use ROPS and seat belt whenever and wherever applicable. If your tractor has a foldable ROPS, fold it down only when absolutely necessary and fold it up and lock it again as soon as possible. Do not wear the seat belt when the ROPS is folded. Most tractor fatalities are caused by overturns.
3. Be familiar with your terrain and work area. Walk the area first to identify any debris or obstacles that could hinder your ability to drive safely. Use special caution on slopes, slow down for all turns and stay off the highway whenever possible.
4. Never start an engine in a closed shed or garage. Exhaust gas contains carbon monoxide, which is colorless, odorless and deadly.
5. Always keep your PTO properly shielded. Make it a habit to walk around your tractor and PTO driven implement, never over, through or between the tractor and implement, particularly if either is running.
6. Keep your hitches low and always on the drawbar. Otherwise, your tractor might flip over backwards.
7. Never get off a moving tractor or leave it with its engine running. Shut it down before leaving the seat. A runaway tractor can be extremely dangerous.
8. Never refuel while the engine is running or hot. Additionally, do not add coolant to the radiator while the engine is hot; hot coolant can erupt and scald.
9. Keep all children off and away from your tractor and its implements at all times. Children are generally attracted to tractors and the work they do. However, a tractor's work is not child's play. Remember, a child's disappointment is fleeting, while your memory of his or her injury or death resulting from riding the tractor with you, or being too close, will last a lifetime.
10. Never be in a hurry or take chances about anything you do with your tractor. Think safety first, then take your time and do it right.

The PTO rotates with enough speed and strength to kill you.

MARCH POSTER



Industrial Lift Trucks

Note: Cal/OSHA tractor notice in an area drivers frequent: <http://www.dir.ca.gov/title8/3664.html>

FORKLIFT DAILY INSPECTION CHECKLIST

- 1:** Is the horn working?
- 2:** Are there hydraulic leaks in the mast or elsewhere?
- 3:** Are fuel connections tight and battery terminals covered?
- 4:** Are there lint, grease, oil or other materials on the forklift that can catch fire?
- 5:** Do sparks or flames come out from the exhaust system?
- 6:** Does the engine show signs of overheating?
- 7:** Are tires at proper pressure and free of damage?
- 8:** Do all controls such as lift, lower and tilt work smoothly?
- 9:** Are there deformation or cracks in the forks, mast, overhead guard or backrest?
- 10:** Are lights operating if used at night or in dark locations?
- 11:** Is steering responsive?
- 12:** Do brakes stop smoothly and reliably?
- 13:** Does the parking brake hold the forklift on an incline?
- 14:** Are seat belts working and accessible?
- 15:** Is the load capacity plate readable?

From Osha.gov



Forklift Safety

The use of forklifts and other powered material handling equipment, such as pallet jacks and other motorized hand and hand/rider trucks, poses injury hazards for the operators and those working in the area where the equipment is in use, and it poses the risk of damage to the building and materials. Operating forklifts and other powered industrial material handling equipment requires training and employer authorization. The following guidelines are not a substitute for obtaining the required training and authorization. *All forklift truck operators must complete initial training and be evaluated for operation performance prior to be assigned to operate a forklift truck. Refresher training and performance evaluation is required every three years.*

General Safe Operating Guidelines

1. NEVER attempt to operate a forklift or other powered industrial equipment until trained and authorized to do so.
2. Complete and document a pre-use inspection. If the vehicle is used over the course of multiple shifts, complete the documented inspection at the top of each shift.
3. Never operate a faulty vehicle. Tag it out of service, remove the keys, and report the problem to your supervisor.
4. Never engage in stunt driving or horseplay.
5. Always look in the direction of travel.
6. Always look behind before backing.
7. RAMPS:
 - a. For forklifts:
 - i. Keep the load upgrade when ascending or descending ramps,
 - ii. Tilt the load back, and
 - iii. Raise the forks only as far as necessary to clear the traveling surface.
 - b. For motorized hand and hand/rider trucks, keep the load downgrade at all times.
8. Only the driver may ride the vehicle, unless the manufacturer designed the vehicle to accommodate more than one rider.
9. Never ride on the forks of a lift truck.
10. Never ride on the forks of a lift truck or on the load being moved.
11. Barricade the area and assign spotters to keep personnel out of the area when the forklift is in use.
12. Never permit anyone to stand, pass, or work under the elevated portion of any industrial truck, whether it is under load or empty.
13. Prior to **LOADING AND UNLOADING** trucks and trailers:
 - a. Ensure the vehicle to be loaded or unloaded has been turned off.
 - b. Ensure the wheels of the truck or trailer have been properly secured with chock blocks or other device that prevents movement, such as a dock lock.
 - c. Ensure trailer nose stands are fully engaged if the tractor has been removed.
14. Park the forklifts and/or other motorized industrial trucks in designated parking areas when they are not in active use.
15. When parking the vehicle, set the emergency brake, align all the tires, move the mast to a vertical position, lower the forks to their lowest position with the tip of the forks touching the ground.
16. Forklift Operating Rules ([English](#) and [Spanish](#))

From the Codes of Safe Practice: Material Handling – Forklift Safety

CONNECT

Know where to turn on your UC campus for the information you need to keep yourself, your workplace and your environment safe and secure. Click on the campus links below to connect to local program, educational and informational resources.

[UC Berkeley](#)

[UC Merced](#)

[UC Santa Barbara](#)

[UC Davis](#)

[UC Riverside](#)

[UC Santa Cruz](#)

[UC Irvine](#)

[UC San Diego](#)

[UCOP](#)

[UCLA](#)

[UC San Francisco](#)

[UC ANR](#)

Aerial Lifts - Safe Work Practices

Aerial lifts are vehicle-mounted, boom-supported aerial platforms, such as cherry pickers or bucket trucks, used to access utility lines and other aboveground job sites. The major causes of fatalities are falls, electrocutions, and collapses or tip overs. Employers must take measures to ensure the safe use of aerial lifts by their workers if they are required to use this equipment in the course of their employment.

- Make sure that workers who operate aerial lifts are properly trained in the safe use of the equipment.
- Maintain and operate elevating work platforms according to the manufacturer's instructions.
- Never override hydraulic, mechanical, or electrical safety devices.
- Never move the equipment with workers in an elevated platform unless this is permitted by the manufacturer.
- Do not allow workers to position themselves between overhead hazards, such as joists and beams, and the rails of the basket. Movement of the lift could crush the worker(s).
- Maintain a minimum clearance of at least 10 feet, or 3 meters, away from the nearest energized overhead lines.
- Always treat power lines, wires and other conductors as energized, even if they are down or appear to be insulated.
- Use a body harness or restraining belt with a lanyard attached to the boom or basket to prevent the worker(s) from being ejected or pulled from the basket.
- Set the brakes and use wheel chocks when on an incline.
- Properly set up all outriggers, if provided.
- Do not exceed the load limits of the equipment. Allow for the combined weight of the worker, tools and materials.
- Always set up an aerial lift by leveling it on a solid surface that is strong enough to support its weight.
- A fall protection harness must be worn with a fall restraint lanyard if an anchor point exists in the pole lift or scissor lift or any time they are operating a boom, articulating style lift.
- All elevated working platform operators must complete training of the equipment. Those using aerial lifts must complete a pre-use inspection and site hazard assessment form prior to use. [Sample Form](#)



From Osha.gov

MOBILE EQUIPMENT RESOURCES

[Tractor Safety Quiz](#)

[Forklift Operation](#)

[Sample Tractor Pre-Use Checklist](#)

[Sample Forklift and Industrial Lift Truck Safety Program](#)

[Sample Aerial Lift/Elevated Work Platform Program](#)

[Forklift Safety Infographic](#)

UPCOMING EDITIONS

May: Fleet, Walk and Bike Safety

June/July: Health, Wellness and Nutrition

August: Lab Safety

FEEDBACK, PLEASE

Send an email to EHS@ucop.edu to submit your comments on the March issue or to suggest content ideas for future issues. We look forward to hearing from you!