

SAFETY AND HYGIENE REGULATIONS



Servei de Prevenció de Riscos Laborals
UNIVERSITAT POLITÈCNICA DE CATALUNYA

FORKLIFT TRUCKS

CODE

SHR 211

Date:

July 2003

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00

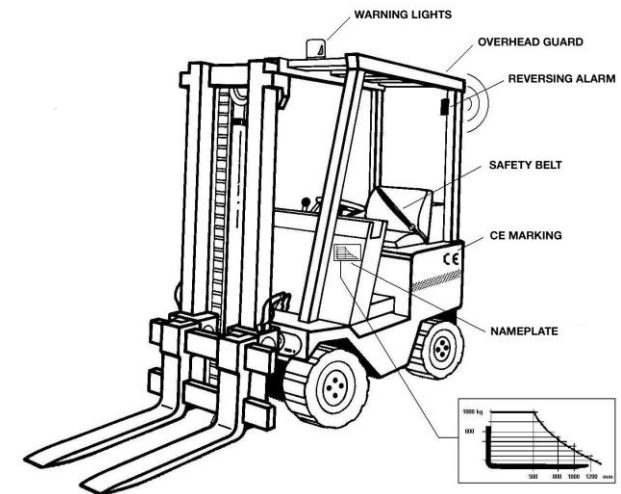
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DESCRIPTION OF A FORKLIFT TRUCK

SAFETY SYSTEMS AND PROTECTION CONDITIONS

1. The CE marking on a machine shows that it meets the provisions of Royal Decree 1435/1992, amended by Royal Decree 56/1995. This Royal Decree defines the characteristics of the CE marking.
2. Overhead guard: this is a strong cover that protects the driver from falling loads and from overturning of the forklift truck.
3. Warning lights: these are required to announce the presence of the forklift truck.
4. Reversing alarm: this device is required to announce that the forklift truck is reversing.
5. Both the warning lights and reversing alarm must be of the right intensity to be perceived by workers, according to the tasks that are carried out in the unit.
6. The seat on the forklift truck must be equipped with a safety belt or equivalent device to hold the worker in the seat without interfering with the movements required to drive or any movements resulting from driving.
7. Nameplate: this indicates the capacity at the maximum height of the forks at a specific distance from the load's centre of gravity. This plate must be clearly visible.



GENERAL RECOMMENDATIONS

1. Drivers of forklift trucks must be at least 18 years old.
2. All workers in the unit who drive forklift trucks must have completed suitable training on the health and safety regulations that apply to driving this kind of vehicle. "Suitable training" means training that is accredited and documented by an external organization. In addition, forklift truck drivers must be familiar with the safety rules that are currently in force in the unit and know how to apply them correctly.
3. If drivers work long days and some of the traffic zones are uneven, they should use a lumbar support belt.

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PERSONAL PROTECTION EQUIPMENT TO USE

Safety footwear: must be anti-slip, with a metal toe cap.



Safety gloves: are not specifically needed to drive, but a pair must be available for potential emergencies or handling material at work. They should be strong and flexible so that they do not hamper driving.



Safety helmet: must be worn when the forklift truck is not protected by a roof. In any case, a safety helmet must be available for use when the driver gets off the forklift truck, if safety helmets are compulsory in the area in which the vehicle moves.



Hearing protection: obligatory when the sound level in the area where the forklift truck is used is above the established safe threshold, and in all cases when the sound level is above 90 dB (A).



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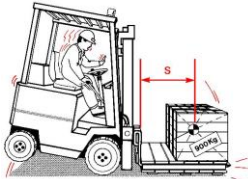
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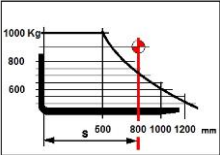
BEFORE DRIVING

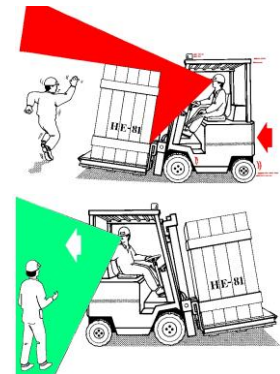
1. Check that the types are in good conditions and the air pressure is correct.
2. Check that the following are working correctly and effectively:
 - The parking break and the service break (hand brake and foot break respectively).
 - The steering.
 - The lifting and tilting system (whether the fork is attached correctly and in good condition).
 - The alarm or horn.
3. Check the level of fuel, water and oil in forklift trucks that have spark ignition engines. Do not smoke during these operations.
4. Check that the battery is properly charged and connected.
5. Inform the forklift truck maintenance service of any faults that you observe.
6. Check the protective equipment and safety devices. Do not disable any of the safety systems.

WHILE DRIVING

1. Do not exceed the maximum load capacity of the forklift truck. Failure to comply with this rule could lead to the truck overturning, with a risk of injury to the driver and workers in the area.




2. Under no circumstances increase the counterweight by adding loads or by asking people to get up onto the forklift truck.
3. To lift a load safely, insert the forks all the way under the load and then lift it up gently and immediately tilt the load backwards.
4. Before you start to drive, check that the load is balanced and secure on its support.
5. Before you carry out any manoeuvres, check that there is nobody near to the vehicle, particularly if you are reversing.
6. When you raise or lower the forks, take great care not to trap your hands or feet, or the hands and feet of anyone else in the work area.
7. Never leave the forklift truck with the load in an elevated position, and never lift up a load while the forklift truck is moving.
8. Observe the following general rules when you are driving a forklift truck:
 - Look in the direction in which you are driving, and make sure that your visibility is always good.
 - Drive at a reasonable speed; do not drive faster than 20 km/h in exterior areas and 10 km/h in interior areas.
 - If you are driving forwards and the visibility is not good because of the size of the load, then drive in reverse.
 - Avoid stopping suddenly and turning rapidly.



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BEFORE DRIVING

7. Specific rules for electric forklift trucks:

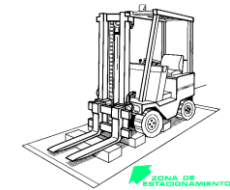
- Do not smoke and keep naked flames away from a charged battery while it is being handled.
- Keep the lid of the battery housing closed at all times.
- Never leave tools or metal parts on top of, or close to, batteries.
- Close battery caps before you start up the forklift truck.

8. Specific rules for forklift trucks that have spark ignition engines:

- Clean and dry the top of the batteries.
- Do not smoke or use naked flames near a forklift truck when its tank is being filled.
- To fill the tank with fuel, use a place designated for this purpose. Switch off the engine before you perform this operation.
- If any fuel spills on the engine, dry it off carefully and do not start the forklift truck until it has completely evaporated.

WHILE DRIVING

- When you travel around bends, press your horn and drive slowly.
 - Indicate the manoeuvres that you are going to carry out well in advance. If the forklift truck does not have indicator lights, signal with your arm when you are going to change direction, slow down or stop.
 - Drive slowly if the ground is wet, slippery or potholed.
 - Slow down gradually without stopping abruptly.
 - Respect the traffic signs and rules.
 - Never transport passengers on a forklift truck. The driver is responsible for any accidents that could happen.
9. Do not drive with the load in a lifted position as it will be a lot less stable. Travel with the load as low as possible, at around 15 centimetres from the ground. To travel without a load, follow the same recommendations.
10. If there are slopes on your route, go up them in forward drive and down them in reverse.
11. If you pass through narrow gaps, ensure that your head, legs and arms do not stick out from the sides of the forklift truck.
12. Before crossing gangways, platforms, ramps etc. ensure that they can support the weight of the forklift truck.
13. Switch off the engine if you need to stop during the task, unless the stop is extremely short.



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AFTER DRIVING

1. At the end of the day, the forklift truck must be parked in the place assigned to it. This area should be flat and sheltered from the weather.
 2. When the forklift is parked, the engine should be switched off, the hand brake put on, and the key removed from the ignition.
 3. The forks should be in their lowest position.
- The user should not carry out any repairs or adjustments to the forklift truck. If any fault arises, the forklift truck must be left with an “out of order” sign and the forklift maintenance service must be informed so that they can carry out repairs.

MAINTENANCE, ORDER AND CLEANING

MAINTENANCE

1. All forklift trucks must have a written preventive maintenance schedule. The schedule will describe all the inspections that will be carried out on the forklift by the University or an external company.
2. As a basic principle, the manufacturer's guidelines should be followed. The brakes, steering, alarms, warning lights, controls, relief valves for the hydraulic circuit, and the tilting and lifting mechanisms must be inspected regularly. In addition, the protection equipment, safety devices, batteries, engines, etc. should be checked periodically.
3. Drivers must ensure their own safety and that of other people who are in the work environment, keep the area tidy and clean, and not consume alcoholic drinks or tobacco in the unit.

RECHARGING BATTERIES

1. Establish a designated area for recharging forklift truck batteries. This area must be well-ventilated and free from obstacles and objects. There must be no cigarettes, sparks or hot points in the area as these items could cause explosion of the hydrogen gas that is released during charging. The area must be signposted and differentiated from the rest of the unit.
2. Do not smoke and do not use naked flames in the proximity of a charging battery whilst it is being handled, as it could release extremely flammable gases through any ventilation crack. Put up “no smoking” signs in the area where the battery will be charged.
3. Do not place metal tools or parts on top of batteries or in the area around them.
4. Keep the top of batteries dry and the terminals clean, correctly tightened and lightly greased with Vaseline.