



Steward Observatory has established a Forklift Safety Training Program in accordance with OSHA 29 CFR 1910.178. The following information provides the highlights of the safety requirements of the program.

Drivers need to be trained in accordance with Section L of the standard before they operate a lift truck. Not only is it important to know how to professionally operate a forklift, it is vital to know all safety rules of operation. If, at any time, a forklift is found to be in need of repair, defective, or in any way unsafe, the truck must be taken out of service until it is safe to operate. Only a trained and authorized operator is permitted to drive a forklift. A qualified operator is one who has been fully trained, knows the general vehicle design and who has learned safety inspections and safe driving rules. The following "rules of the road" list general guidelines for safe forklift operations.

- Always keep arms and legs inside the vehicle
- Wear protective equipment when required, such as safety eyewear and ear protection
- Face direction of travel, keep your mind on what you are doing and never travel forward with the load blocking your view
- Pedestrians always have the right of way
- Never allow anyone to ride on your forklift. Forks may be used as a lift only with an approved safety platform. An appropriate safety harness and lanyard must be used
- Know the position of your forks at all times
- Obey speed limits. Avoid sudden braking
- Go slow at all intersections and always sound the horn at blind intersections
- Always drive up ramps and inclines and back down ramps and inclines. The center of gravity of the forklift is in a more stable position when operated in this fashion
- Lift or lower the load only when completely stopped, never when in motion
- Cross railroad tracks at an angle, never a right angle
- No horseplay is allowed
- Keep aware of overhead clearances



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- Know the load limits of the vehicle
- Watch for obstructions or spills which may cause an accident
- Make sure the load is balanced
- No towing or pushing is allowed with a forklift

When you leave a forklift unattended and remain within 25 feet of the truck, completely lower the load engaging means or apparatus, neutralize controls and set the brakes to prevent movement.

NOTE: A powered industrial truck is unattended when the operator is 25 feet or more away from the vehicle which remains in his or her view, or whenever the operator leaves the vehicle and it is not in view.

Examine the forklift prior to use. At a minimum, check the fork pins and stops, all cowling, body parts, and tires for wear. Check fuel, oil, and water levels and report any leaks.

For much more information and the official University of Arizona documentation and procedures on this subject please go to <https://risk.arizona.edu/occupational-safety/powered-industrial-trucks>.