



Forklift Safety & Operation Addendum

BASIC RULES:

- Review the Operator's Manual.
- Know the capacity and operation characteristics of the forklift.
- Never modify or remove any part of the lift.
- Buckle seat belt before you start up and wear at all times.
- Keep others away from your operation.
- Carry load low at a minimum clearance.
- Know the danger and warning signs of the forklift.
- Before you start the workday, take time to check the forklift and have all systems in safe operational condition.
- Check the surface over which you will travel. Look for weak spots on docks, ramps, floors. Look for holes, drop-offs and obstacles.
- Check overhead clearances of doorways, canopies and overheads.
- Never approach power lines with any part of the machine.

STARTING SAFETY:

- Adjust the seat, fasten the seat belt, set the parking brake and put the controls in neutral before starting up.
- **START THE ENGINE FROM THE OPERATOR'S SEAT ONLY!!!**
- After starting the unit; check all gauges, lights, horn and backup alarm. Make sure that all controls are functioning properly.
- Don't use the machine if it doesn't respond correctly or there is something not operating correctly.
- When starting the unit in an enclosed area, insure there is proper ventilation.

OPERATION:

- Know the rated load capacity of your forklift and never exceed it. **REFER TO THE FORKLIFT'S APPLICABLE LOAD CHART AND CAPACITY BEFORE PICKING UP ANY LOAD.**
- Operating conditions (uneven, unpaved, inclined surfaces) can reduce the amount you can lift.
- Inspect the load to be moved. If it appears unstable, **DON'T MOVE IT!**
- **WARNING:** An unbalanced forklift could tip over and cause injury or death.
- Operate the controls smoothly.
- Avoid sudden stops, starts, turns or changes in direction.
- **NEVER** use the forklift for anything other than its intended purpose.
- **NEVER** attempt to work the controls except from the operator's seat.
- **NEVER** leave the operator's seat without first lowering the forks to the ground, setting the parking brake and placing the controls into neutral.
- **WARNING:** Keep all parts of your body inside the operator's compartment while operating the forklift.
- Don't touch, lean on or reach through the mast, boom or lift mechanism or permit others to do so.
- **WARNING:** Your forklift is a **ONE-PERSON MACHINE. NEVER PERMIT RIDERS OR LIFT PEOPLE!!**
- **WARNING:** Never lift the load over anyone. Keep others away from your operation.
- **NEVER** drive a forklift up to someone standing in front of a fixed object.

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- **WARNING: ALWAYS CARRY THE LOAD LOW FOR MAXIMUM STABILITY.** When you travel with a load, keep the forks tilted back and the load as close to the ground as possible.
- Be cautious when carrying drums, cylinders, reels or other round objects. Keep forks tilted back or use a tether or tie down, if necessary.
- **IT IS YOUR RESPONSIBILITY TO EVALUATE WORKING CONDITIONS AND ADJUST YOUR OPERATION ACCORDINGLY!**
- Downshift with great care. Sudden deceleration could cause the load to fall off the forks. Come to a complete stop before reversing direction. Be alert when operating near the edge of a loading dock, ditch, embankment, etc. Check the overhead clearance.
- **NEVER** depress the clutch when going downhill and **NEVER** coast in neutral.
- **ALWAYS** use a signal person when you can't see.
- **CAUTION:** Use extreme caution when placing loads near overhead power lines, water pipes, sprinklers, steam pipes, walkways or other potential hazards.

SHUTDOWN:

- Come to a complete stop, set parking brake and lower forks to the ground.
- Place controls in neutral, idle engine for gradual cooling and shut off engine.
- Cycle hydraulic controls to eliminate pressure. Remove ignition key, lock anti-vandalism covers.
- Dismount, block wheels if on a slope or incline.
- If unit is **LPG OPERATED**, be sure that the propane tank is shut off when parking.

This addendum is intended for the operator of this equipment. If you are not that person, please see that these instructions are forwarded to that operator prior to use of the equipment.

You, the operator, are responsible for the safe operation of this equipment and obtaining proper instruction and certifications. Equipment can be dangerous if not operated properly. Operators must read, understand and follow all safety messages, warnings and instructions provided with this equipment or located on the equipment and must wear appropriate personal protection equipment including but not limited to hardhat, safety glasses, steel-toed boots, ear protection, etc. In the event you find any safety devices removed, defeated, modified or rendered inoperable, or any warning messages defaced, **DO NOT USE THE EQUIPMENT.**

If there is any doubt as to the operation or safety of the equipment, CALL US IMMEDIATELY.

WARNING: FAILURE TO FOLLOW THESE INSTRUCTIONS AND THE OPERATOR'S MANUAL COULD RESULT IN INJURY OR DEATH TO OPERATOR OR OTHERS.

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I understand that the provided *Forklift Safety & Operation Addendum* is not all encompassing, please refer to Operator's Manual for further safety and operating instructions.

I agree that instructions and familiarization for safe operation have been made available to all users, operators and occupants.

Name

Signature

Date

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