

Safety Meeting Overview

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see it.
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



WEEKLY SAFETY MEETING NOTICE

THIS WEEK, OUR SAFETY MEETING WILL COVER FORKLIFT SAFETY

SHIFT:		
TIME:		
DATE:		
PLACE: _		



Leaders Guide

PROCEDURE REFERENCE:

14.0: Powered Industrial Truck Safety

MEETING OBJECTIVE:

One third to one half of all industrial truck accidents involve injuries to "pedestrians." Therefore, training in safe procedures should extend not only to operators but also to other personnel so that they will be more aware of the hazards they face. The purpose of this meeting is to remind your trained employees (as required by OSHA) of the rules of the road regarding forklifts. It's also designed to alert any non-drivers at your facility to the hazards of working with and around forklifts and other powered industrial trucks.

MEETING PREPARATION:

Read the SSG procedure, understand the contents, and ensure compliance.

Tour your facility and talk to different forklift drivers and "pedestrians" about any problems involving forklift operation. Note the problems and plan to discuss them at the appropriate time during the meeting.

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

MATERIALS CHECKLIST:

Notes from talking to forklift drivers and pedestrians Flip chart and marking pens

MEETING

INTRODUCTION

Those of you who don't operate forklifts are probably wondering why you're here. The reason is that one third to one half of all industrial truck accidents involve injuries to pedestrians. That's why you need to understand the "rules of the road" that forklift operators follow. As for the operators, it is time to remind you of your responsibilities regarding vehicle operation. Tens of thousands of powered industrial vehicle accidents happen at workplaces around the country every year. In many instances, people are caught in, under, or between lift trucks. Both pedestrians and operators are injured, and materials are damaged because of improper vehicle operation. Further, a forklift shall never be driven into a trailer unless the trailer has been properly restrained through the



Leaders Guide

use of wheel chocks or other OSHA approved method. When the rules are followed consistently, forklift accidents are preventable.

- According to U.S. government statistics, forklift-related accidents account for nearly 20,000 injuries and nearly 100 fatalities per year.
- In one recent year, OSHA cited 2,858 violations of rules related to powered industrial trucks and assessed nearly \$1.8 million in penalties.
- Recently, OSHA announced fines of \$72,500 for a single company that had been cited for forklift safety rule violations.

Question: What are some common situations that result in forklift accidents?

Answer:

- Dockboard not securely placed on dock and carrier
- Overloading
- Not stopping at blind intersections
- Failure to look while driving in reverse
- Insufficient allowance for wide swing of the rear of the forklift
- Obstructing an aisle or doorway when parking
- Operating at excessive speeds
- Quick starts and stops
- Raising or lowering a load while traveling or turning
- Leaving a running forklift unattended, or with forks raised
- Excessive use of the horn
- Horseplay (includes accepting riders)
- Failure to chock the wheels of a trailer while it is being loaded or unloaded

Question: How can pedestrians help prevent forklift accidents from occurring?

Answer:

- Keep alert when forklifts are around.
- Never assume a forklift driver can see you. Always get out of the way.
- Move out of the way when a forklift driver sounds the horn.
- Never ride on a forklift.
- Never try to move a forklift out of your way, even if the engine is running. Wait for the driver to return.
- Keep aisles clear of obstacles that could get in the way of a forklift.
- Notify forklift drivers of an oil spill that might have come from their vehicles.



Leaders Guide

Question: Why isn't operating a forklift like driving a car?

Answer:

It's different because a forklift is...

- Steered by the rear wheels (requires special precautions when turning because the rear of the vehicle swings a wider arc than that of the steering wheels)
- Easier to steer when loaded
- Often driven in reverse
- Often steered with one hand, the other being used to operate the controls

Question: How can forklift drivers prevent forklift accidents from occurring?

Answer:

By obeying basic OSHA powered industrial lift equipment rules including:

- Forklifts may not be driven up to anyone standing in front of a fixed object.
- No one is allowed to walk under raised forks, regardless of whether they are empty or lifting a load.
- Only the forklift operator is authorized to ride on the lift.
- The operator is not authorized to extend any bodily parts outside the confines of the protective cage surrounding the operator.
- When a lift is left unattended: the forks must be fully lowered, the parking brake set, all controls placed in their "neutral" position, and the lift turned off.
- A safe distance must be maintained from the edge of ramps or platforms when on an elevated dock.
- Prior to unloading a trailer, the semi-truck brakes must be set and both rear wheels of the trailer chocked, or the trailer locked to the dock via a dock restraint system. The trailer floor must be inspected to ensure it is safe to be driven upon.
- An overhead guard must be used to protect the operator from falling objects.
- A load backrest shall be used to prevent the load or parts of the load from falling rearward.
- Fire access aisles, access to stairways, fire equipment, fire access aisles, and electrical panels must always be kept clear.
- A safe distance must be maintained between trucks while in operation.
- Truck speed will not exceed safe levels regarding pedestrian traffic, environmental conditions, and confined operating areas. A safe operating speed must allow the truck to stop in a safe manner.



Leaders Guide

- The right-of-way will be granted to all pedestrian traffic and manual pallet jack operations.
- The operator shall use the truck horn at any traffic intersection, blind corners, or when backing up.
- When a load obstructs the operator's view, the load shall be trailed to allow the operator full view of the direction of travel. The operator must always maintain a clear view of travel!
- Grades (ramps) shall be ascended and descended slowly.
- Loaded trucks ascending or descending grades exceeding 10degrees must be driven with the load upgrade.
- With any load, the load should be tilted back and raised only as far as necessary to clear the floor.
- There shall be no stunts performed, or horseplay allowed on powered industrial lift equipment.
- The operator must adjust his/her operation of the truck when slippery conditions exist.
- Dock boards, bridge plates, dock plates, and dock levelers must be properly secured before driven upon. The rated capacity of this equipment must never be exceeded.
- The operator shall not drive over any loose objects on the floor.
- When negotiating turns, speed shall be reduced to prevent the truck center-of-gravity from exceeding safe levels. The operator should turn the steering wheel in a smooth, sweeping motion. The same applies to the load center-of-gravity.
- Only safely arranged loads will be moved by a truck. Caution should be exercised when handling off-center loads.
- Only loads within the lifting capacity of the truck should be lifted.
- Trucks equipped with attachments shall be operated as partially loaded trucks when not carrying a load.
- Loads should be placed against the backrest and tilted back as far as possible to help stabilize the load.
- Extreme caution should be exercised when placing or picking up loads high in a pallet rack. Truck center-of-gravity shifts significantly during high lifts, particularly when the forks are extended.
- Any truck found to be in an unsafe operational condition shall be immediately taken out of service until repaired and placed back into service.



Leaders Guide

Question: What other obstacles should a forklift driver be alert to?

Answer: Overhead structures (sprinkler systems, electrical conduits, etc.)

Point out overhead structures at your facility that drivers should be aware

of.

Review your SSG procedure about safe forklift operation.

Discuss safe operating rules. For example:

- Use the forklift as an elevator only if a safety platform is securely attached to the forks.
- Never use a forklift to push piles of material out of the way or use the fork as a hoist.

Discuss safe parking rules. For example:

- Never leave a forklift running when you're not on it.
- When you park the forklift, make sure the forks are on the ground, brakes are set, engine is off, and keys are removed.
- Never park a forklift in an aisle or doorway or obstruct materials or equipment to which someone may need access.

SUMMARY:

I hope everyone has learned something today about forklift safety – whether you are a forklift operator or a pedestrian in areas where forklifts operate. Please take seriously the rules and procedures we've discussed today. Your cooperation will make our facility a safer place for everyone to work.

EMPLOYEE HANDOUT

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



FORKLIFT SAFETY Employee Handout



The forklift is an efficient tool. However, sometimes things go terribly wrong. Unsuspecting workers have been run over and bystanders have been pinned by the forks. Elevated loads have fallen and unauthorized hitchhikers have been crushed under wheels.

Remember, no one should stand or work under a suspended load.

Other important forklift safety procedures include the following:

- Drive only as fast as you can walk comfortably. Forklifts cannot travel safely at high speeds. Without loads, they are especially unstable.
- Keep the load low. While moving, forks should be positioned low, with the mast tilted slightly back.
- Maintain good visibility If a load blocks forward vision, drive backwards.
- Back down slopes that have an incline greater than 10 percent. Make sure your backup alarm works properly.
- · Never carry hitchhikers.
- Leave aisle room for others. Honk your horn before and while you enter an intersection.

 While parking on a hill, block the wheels, lower the forks and set the parking brake.

Avoid tipping over

Don't drive with tall or top-heavy loads.

Make sharp turns slowly.

To avoid tipping, always carry your load upgrade. Back down ramps, and never turn on grades.

Be alert for sudden bumps, chuck holes and other uneven ground. Watch the road and cross railroads diagonally.

Load and unload safely

When preparing to enter a pallet, keep the forks high enough and as wide apart as possible.

To capture a load, lift and tilt it back so it's secure. Never exceed your forklift's load capacity.

For minimum clearance, forks should clear the road by six to eight inches (15 to 20 centimeters) and be positioned higher for negotiating ramps and grades.

Plan your route for safety

Turn slowly into position. Raise the forks if necessary.

To stack on a rack, raise the load to the right height and position, tilt the load forward and lower the pallet onto the rack. Withdraw the forks slowly. Back out, looking over your shoulder.

To stack materials on a truck, make sure the dock plate and truck can't move. Position the load, tilt it forward and release.

Everyone in an area near forklift traffic should:

- Never assume the forklift driver sees you.
- Understand that the forklift usually swings out at the rear end when turning.
- Keep clear of all the parts of a forklift.
- Never drive a forklift unless qualified to do so.

A forklift can be a big help or a source of disaster. Always treat it with respect.

FORKLIFT SAFETY Meeting Sign-In Sheet

MEETING DATE:		LOCATION:		
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video
MEETING CONDUCTED BY:				Speaker
GUEST SPEAKER (if applicable):	:			
ATTENDEES: NAME (Print)	SIGNATURE	NAME (Print)	SIGNAT	URE
1		16		
2		17		
3				
4				
5				
6		04		
7		22		
8				
9				
10				
11				
12		27		
13		28		
14		29		
15		20		



Employee Quiz

- Forklifts have never crushed anyone.
 True or False
- 2. You should never stand under a suspended load. True or False
- 3. Without loads, forklifts are especially unstable. True or False
- 4. You should drive a forklift only as fast as you comfortably walk.

 True or False
- 5. While the forklift is moving, the forks should be held high.

 True or False
- 6. If a load blocks forward vision, the forklift driver should drive backwards.

 True or False
- 7. Sharp turns can be made at a higher speed than the speed of straight driving.

 True or False
- 8. To avoid tipping, the load should be carried upgrade.
 True or False
- 9. A turning forklift will usually swing out at the rear end.

 True or False
- 10. Everyone should keep clear of all forklift parts, including the forks and wheels. True or False
- 11. It is ok to drive into a trailer without restraining the trailer.

 True or False





WEEKLY SAFETY MEETING

All Euramax Subsidiaries

FORKLIFT SAFETY

Employee Puzzle



I	N	В	Н	0	F	Ε	С	F	Z	S	L	M	P	Y	S	С	I	M
Χ	E	F	L	P	Т	E	С	Q	J	R	L	A	D	Y	Z	M	Z	0
S	A	M	0	E	Н	S	С	N	T	K	R	0	Χ	G	N	N	V	J
K	F	В	Н	R	M	D	S	V	A	K	L	I	P	J	Z	I	K	N
A	E	P	R	A	P	A	M	D	I	N	N	S	Y	E	U	F	Q	A
M	J	${ m T}$	V	T	K	0	0	N	R	P	E	V	\mathbf{E}	P	S	Y	0	M
S	0	S	Q	0	D	L	G	M	G	A	Н	Т	E	L	V	В	L	L
E	E	V	N	R	J	В	Τ	P	P	С	Z	D	N	Т	Z	D	F	0
L	K	S	F	0	R	Q	A	X	Y	R	E	Α	V	I	Z	R	Р	Ρ
С	Α	В	R	Α	I	R	S	Т	Y	S	Z	M	Н	M	Α	V	F	Н
A	Q	${\mathtt T}$	K	Ε	K	${f T}$	I	A	${ m T}$	V	G	F	M	${ m T}$	U	M	A	В
${\mathbb T}$	V	Ε	F	I	V	С	С	R	F	Н	N	V	V	S	Z	S	P	Z
S	В	J	N	G	A	Ε	I	Ε	В	E	0	G	F	D	D	E	G	0
В	G	G	S	P	Н	A	R	0	S	G	S	R	В	G	R	Α	P	С
0	Ε	Н	Α	G	N	N	D	K	Y	R	G	Ρ	N	Y	L	Т	Α	D
F	K	С	Y	S	K	R	0	F	M	J	E	Y	E	В	В	В	L	R
Α	В	Α	С	K	U	P	Α	L	Α	R	M	Т	Z	E	Y	E	L	V
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Y	L	K	${ m T}$	F	G	Τ	F	I	L	K	R	0	F	I	M	${ m T}$	${ m T}$	Α

BACKUP ALARM **BLIND SPOT** CAPACITY **FORKLIFT FORKS HAZARDS HORN**

INTERSECTIONS LOADS MAINTENANCE OBSTACLES **OPERATOR PALLET PARKING**

PARKING BRAKE **PEDESTRIANS REVERSE** SAFE SPEED **SEATBELT SLOPES**



Employee Quiz Answers

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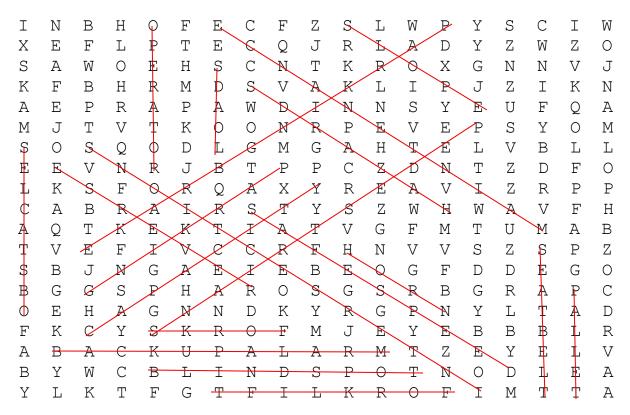
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Employee Puzzle Answers





BACKUP ALARM
BLIND SPOT
CAPACITY
FORKLIFT
FORKS
HAZARDS
HORN

INTERSECTIONS
LOADS
MAINTENANCE
OBSTACLES
OPERATOR
PALLET
PARKING

PARKING BRAKE
PEDESTRIANS
REVERSE
SAFE SPEED
SEATBELT
SLOPES