



# SAFETY BRIEF

## LOADING AND UNLOADING FORKLIFTS

Forklifts can be useful pieces of equipment when loading and unloading materials in the workplace. Not only is it important to be trained on how to operate the machine, but it is also important to know how to properly load and unload it.

### LOADING

- If you are unloading a semitrailer, place chocks under the wheels on both sides to keep the trailer from moving
- Make sure your intended route is clear of any obstacles
- Check to see if the weight of your load is within the forklift's rated capacity
- Plan ahead to ensure each load is secure and stable
- Center the forks under the load to ensure the load is balanced
- Make sure the forks extend all the way into the pallet
- Make multiple trips for heavy loads
- Do not stack loads higher than the backrest or on top of the cab
- Lift the load 4-6 inches off the floor
- Never raise or lower the forks while driving

### UNLOADING

- Stop in front of the desired location, then raise the load to the required height
- Completely lower the load before backing out
- Slowly move forward, position the load on the rack and tilt the forks forward to level it; do not place the load in aisles or in front of fire exits
- Once the load has been placed, lower the forks back down to the floor
- Start by slowly backing up and making sure that no pedestrians are behind you
- Make sure that the forks have cleared the rack and the load before lowering



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