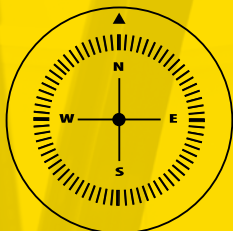


ROADMAP TO

# WORKING SAFELY WITH A FORKLIFT/ REACHTRUCK



This roadmap is a practical tool to enhance your safety when you work with forklifts/reachtrucks.



Let the Compass program guide you to a safe and healthy workplace.

We ask you to create a safe work environment for yourself and others. If necessary, change your behavior. You may expect your colleagues to do the same. More information about the Compass program, all roadmaps, behavioral guidelines and other useful information on health and safety can be found at: [hscompass.com](https://hscompass.com).



**THINK FIRST  
BEHAVE SAFE**

BME HEALTH & SAFETY COMPASS

Initiative of  **BME**





## ROADMAP TO

# WORKING SAFELY WITH A FORKLIFT/REACHTRUCK

## Our Policy

Working Safely with a Forklift/Reachtruck is part of focus area 'Workplace Safety'.

All forklift/reachtruck drivers must ensure that all loads and pallets, inside and outside the building, are transported and stored in a correct, safe and efficient manner at all times. They also need to comply to safety procedures in operating a forklift/reachtruck.



## WHAT THIS MEANS FOR YOU

### The safe way is the right way

- >> A forklift/reachtruck may only be operated by you if you are properly trained.
- >> If you are responsible for securing loads, you must be trained to do so in a safe manner.
- >> A forklift/reachtruck may only be operated by you if you are aware of and follow all applicable forklift/reachtruck guidelines within your local company.

### Don't walk past a hazard

- >> Management must be notified immediately at all times of all defects to the forklift/reachtruck.
- >> Keep yourself and others safe by addressing unsafe behavior seen in colleagues, suppliers and customers. Speak up!

### Think first, behave safe

- >> A daily visible check has to be executed before using a forklift/reachtruck.
- >> A checklist has to be completed weekly.
- >> Don't drive when there is no proper clear vision in the direction you want to drive.
- >> Wear your personal protective equipment
- >> Stop driving the forklift/reachtruck when people don't keep 2 meter distance and warn them about this.
- >> Always keep your load close to the ground.
- >> A safety helmet must be worn when working with a crane.
- >> Never overload your forklift/reachtruck.
- >> 2-meter distance should be kept at all times to a forklift/reachtruck in use.
- >> Materials may only be stored in places that are allowed to put down loads, i.e not in the middle of an aisle, etc
- >> Riding along as a passenger on a forklift/reachtruck is not allowed.
- >> Never operate a forklift/reachtruck under the influence of alcohol/drugs or prescription-only medication. Inform your manager in case you are using this kind of medicines and align on feasible tasks.
- >> Every load has to be properly stacked, preferably in the center of the forks.
- >> It's never allowed to stand on the forks.
- >> Transporting or lifting people in a platform is forbidden.
- >> Always park the forklift/reachtruck securely; lower the mast to the front, lower the parking brake and remove the ignition key (log out).
- >> Wearing a safety belt is strongly recommended in all forklift/reachtrucks, but mandatory in open forklifts/reachtrucks.
- >> Safe behavior must be displayed by all colleagues in all daily activities.
- >> Unsafe behavior seen in colleagues, suppliers and customers must be addressed at all times. Speak up!
- >> Involve your Manager and/or Safety Officer(s) in case advise or assistance is needed on site.



"Every day I make sure the forklift I'm driving is completely checked, it's part of my daily routine. It's a job I get easily done and it keeps me and my colleagues safe."

Please insert all additional legal/regulatory guidelines which are applicable to this topic within your local company

