Tool Box Talks

Company Name

Topic: Forklift Bulletin

1. Forklifts pre operation inspections done prior to every shift
2. Three Points of Contact entering and leaving vehicle.
3. Fasten Seat Belts. It is required if it comes with it and not allowed to be removed.
4. Only one occupant per Forklift
5. All body parts to be kept inside the confines of the forklift
6. Do not drive up to anyone standing in front of a fixed object (Wall, Truck, etc)
7. Do not leave a forklift unattended with it running. (25 feet or within sight or turn it off)
8. Stay three truck lengths behind other fork trucks
9. Travel forward unless load blocks view
10. When traveling in reverse go in a slower compensated speed
11. All loads must be kept between 2-4 inches off the ground before moving
12. Pedestrians have the right of way
13. Keep the loads on the uphill side of the forklift
14. Lift or lower loads only while stopped never while traveling
15. Forklift in Neutral and Parking Brake set Forks positioned on the ground when exiting a vehicle
16. Speed limits inside buildings are 5 MPH or brisk walking speed
17. Trailers; Inspect flooring and light the trailer prior to driving in. Secure wheels by chocking. Driver should never be left in the truck while your inside the trailer
18. Secure the Empty Dock area with chain or close the door. Fall Prevention.

Topic: Propane Safety

1. Close the fuel valve on the tank
2. Shut off the ignition only after the engine stops and purges the line
3. Propane causes a 3rd Degree burn freeze when touching skin. CAUTION
4. Check the condition of all valves and seals before connecting the new tank to the lift
5. Propane is heavier than air and settles on the floor when a leak has occurred
6. If a leak is detected remove the forklift/tank from use until repaired. DO NOT TURN IT ON and drive it to maintenance.
7. Store Propane tanks in an open area to prevent leaking propane from accumulating. Keep debris from collecting around it. (Pallets, trash cans, etc) Keep cages located in a non traffic area with doors secured.
8. Secure tanks on the lifts correctly using installed straps and positioned correctly for vapor space escape exposure and safety. (this also helps use all of our propane)

Date

Employee Participants

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____