

# Model Forklift Loading Safety Policy

## ABC COMPANY: FORKLIFT SAFETY POLICY Loading & Unloading

### FORKLIFT SAFETY REQUIREMENTS

All ABC Company personnel must obey the following safety restrictions when loading or unloading a forklift or other powered industrial truck:

- Only stable or safely arranged loads must be handled.
- Exercise caution shall be exercised when handling off-center loads which cannot be centered.
- Only loads within the rated capacity of the truck may be handled.
- The long or high (including multiple-tiered) loads which may affect capacity must be adjusted.
- Trucks equipped with attachments must be operated as partially loaded trucks when they're not handling a load.
- A load engaging means must be placed under the load as far as possible.
- The mast must be carefully tilted backward to stabilize the load.
- Extreme care must be used when tilting the load forward or backward, particularly when high tiering.
- Tilting forward with load engaging means elevated is prohibited except to pick up a load.
- An elevated load may not be tilted forward except when the load is in a deposit position over a rack or stack.
- When stacking or tiering, only enough backward tilt to stabilize the load may be used.