

Procedures on Lift Truck Operation

The lift truck is used in place of extension ladders in areas where a 42' reach is required. Every employee will attend an annual training presentation followed by hands-on instructions prior to operating this equipment.

Lift Truck Operation

1. Two employees should be present while lift truck is in operation - a lift truck operator and an additional on-ground person.
2. Staff is required to inspect and sign out lift truck, noting any damages prior to operation. When finished using the truck, employee must sign truck in, documenting any damage occurred while operating.
3. Only one individual shall be in in basket at one time.
4. Cones shall be place in appropriate location prior to operation to block any necessary traffic (vehicle or foot) from dangerous locations (under bucket, near lift truck).
5. Lift truck operator must put on safety harness prior to climbing into bucket. It is his or her responsibility to make sure harness is in good condition.
6. Operator turns on lift truck controls and emergency light, then engages parking break.
7. Operator or spotter lowers outriggers to level truck, being sure to place outriggers on plywood boards located on shelf next to outrigger.
8. Once truck is level, operator enters basket, and on-ground spotter switches the "outrigger/machine" toggle to "machine". This activates the lift truck controls.
9. While operator is using machine, on-ground spotter is to make sure pedestrians to not walk into the work area.
10. Once task is completed, operator returns lift truck to its stowing position, cleans out basket, and climbs out and off lift truck. Operator raises outriggers, then she/he and on-ground spotter puts away plywood and cones.