

Warehouse & Forklift Safety Manual

INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice that he or she may observe.

Each supervisor is responsible for prevention of accidents to employees working under his/her supervision. It is the supervisor's responsibility to train these employees to enable them to work safely and efficiently.

GENERAL SAFETY RULES

The following are some important general safety rules that each employee is required to follow, regardless of work assignments.

1. Lifting improperly is a major factor of the tremendous number of claims for back injuries. The following procedures should be followed:
 - a. Size up the load; make sure it is stable and balanced. Test the weight to ensure you can lift it yourself.
 - b. Plan the job. Ensure that your path of travel is clear and that you have identified the location where you will place the load.
 - c. Establish a good base of support. Use a wide balanced stance with one foot ahead of the other.
 - d. Bend your knees and get as close to the object as possible. Lift with your legs and not your back.
 - e. Get a good grip on the object to be lifted. Make sure you can maintain your hold throughout the lift and won't have to adjust your hands later.
 - f. Lift gradually, don't jerk, but use a slow steady movement.
 - g. Keep the load close while carrying; this prevents you from arching your back and adding additional stress to your back.
 - h. Pivot; don't twist when you need to change directions. Move your feet in the direction of the lift. Twisting is especially harmful for your back.
 - i. If the load is too heavy, either enlist another helper or use a mechanical device.
2. Good housekeeping is an aid to safety. All employees shall keep tools, equipment, and work areas clean and orderly.
3. Keep aisles, stairways, and exits clear of boxes and other tripping hazards. Do not obstruct exits.
4. Clean spills immediately. Mark the spill if you must leave to retrieve assistance or additional supplies.
5. Each employee should know the location of fire extinguishers in their work area. The area in front of a fire extinguisher should be kept clear for ready access. (There should be a 36 inch clearance around fire extinguishers.) Employees should not fight fires that are beyond their fire training and limitations of the available firefighting equipment. When in doubt, call professional help and evacuate to a safe area.
6. Gasoline will not be used as a washing or cleaning fluid. When cleaning solvent is required, use an approved cleaning solvent.
7. Material will be stored in a safe and orderly fashion. Flammable liquids should be stored in an approved Flammable Storage Cabinet.
8. Any employee, while on duty or on district property, who possesses, sells, or receives any illegal drug or who is under the influence of drugs or alcohol, will be discharged and, in appropriate situations, referred to law enforcement authorities.

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9. Tobacco products will not be allowed at any facility or in a school vehicle. (Texas State Law: Local School Board Policy “GKD.”)
10. Use caution when opening doors which serve two-way pedestrian traffic.
11. Use a step ladder or a step stool for reaching above shoulder height. Never stand on the cap of a ladder.
12. While in a district vehicle, seat belts are required to be worn at all times. Do not disable airbags unless you have written permission from your supervisor.
13. Do not operate machinery that you are not familiar with and have not been trained to use.
14. Inspect all tools and equipment prior to use to ensure they are in working order and do not present a hazard.
15. After use, put all tools/or equipment back in their proper place.
16. Disconnect all electrical cords by grasping the plug and carefully disengaging; never yank by the cord. If an electrical cord is frayed or wires are exposed, remove it from service.
17. Use handrails when using the stairways. Never take more than one stair at a time.
18. Only qualified, designated employees should work on electrical wiring and equipment.
19. Horseplay or practical jokes will not be tolerated.
20. Material Safety Data Sheets must be available, at the point of use, to any person who requests this information.
21. Report all unsafe or broken tools and equipment to your supervisor. Mark the tool or equipment so that no one else will use.
22. Observe all warning signs, safety bulletins, and posters.
23. Do not do any job that appears unsafe; ask your supervisor for guidance.
24. Report all accidents to your supervisor.

WAREHOUSE SAFETY RULES

The following are some important general warehouse personnel safety rules that each employee is required to follow:

1. Before loading and unloading a truck, set the brakes.
2. Do not move a truck before all persons are properly seated or protected from the hazards of a shifting load.
3. Do not misuse forklifts or pallet jacks.
4. High lift rider trucks must be provided with an overhead guard.
5. Know the location of eye wash stations when handling batteries to be charged.
6. "NO SMOKING" signs should be posted.
7. Lower forks to the ground when the truck is not in use or the operator is more than twenty five feet away.
8. Always travel with the load lowered.
9. Check the trucks daily or after each shift.
10. Travel backwards if the view to the front is obstructed by the load.
11. Do not overload lifts or hoists.
12. Do not allow anyone to stand or walk under a load.
13. Do not jump off docks, pickup trucks, or other elevated surfaces.
14. Keep aisles unobstructed.
15. Stow pallets flat.
16. Do not store highly combustible chemicals in a warehouse. These should be kept in a separate storage area.
17. Avoid stacking materials on the floor. Use shelves or pallets .
18. Forklift operators should be properly trained and qualified before using the vehicle.
19. Each forklift should have a horn and backup warning noise. The horn should be used at every intersection.
20. A seatbelt should be worn while operating a forklift.
21. When moving a load do not stop quickly; make turns slowly.
22. Never carry allow others to ride on any part of a forklift. Forklifts were made for one person.
23. Never run over objects lying in the floor and try to avoid chuck holes. These hazards could easily topple the load.

FORKLIFT TRUCKS

1. Forklift trucks shall be examined before being used. Check the operator controls, brakes, fluid lines and levels, lights, filters, safety devices (horn, fire extinguisher, etc.), backup horns, and the movement of the fork.
2. Unless qualified, the operator should not attempt to make any repairs.
3. Portable and powered dockboards shall be strong enough to carry the load imposed on them.
4. Portable dockboards shall be secured in position, either by being anchored or equipped with devices which will prevent their slipping.
5. Handholds, or other effective means, shall be provided on portable dockboards to permit safe handling.

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6. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
7. Only loads within the rated capacity of the forklift truck shall be handled.
8. A load engaging means (forks) shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
9. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
10. The operator shall:
 - a. Maintain a safe distance (recommended 3'-5') from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
 - b. Assure efficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
 - c. Observe all traffic safety rules, including authorized plant speed limits.
 - d. Maintain a safe distance, approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
 - e. Yield the right of way to pedestrians.
 - f. Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations.
 - g. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
 - h. Look in the direction of, and keep a clear view of the path of travel.
 - i. Travel the load trailing if the load being carried obstructs forward view.
 - j. Cross railroad tracks diagonally whenever possible.
 - k. Operate at a speed, under all travel conditions, that will permit the forklift truck to be brought to a stop in a safe manner.
 - l. Slow down for wet and slippery floors.
 - m. Properly secure dockboard or bridgeplates before they are driven over. Dockboard or bridgeplates shall be driven over carefully and slowly and their rated capacity never exceeded.
 - n. Approach elevators slowly, and then enter squarely after the elevator car is properly leveled.
11. The operator shall not:
 - a. Operate a forklift truck while using prescription or over the counter medications that may interfere with the safe operation of the forklift truck in any manner.
 - b. Drive forklift trucks up to anyone standing in front of a bench or other fixed object.
 - c. Run over loose objects on the roadway surface.
 - d. Allow persons to stand or pass under the elevated portion of any truck, whether loaded or empty.
 - e. Park closer than eight feet from the center of railroad tracks.
 - f. Allow any person to ride on forklift trucks except the operator, unless the forklift truck has provisions for passengers.
 - g. Place arms or legs between the uprights of the mast or outside the running lines of the truck.
 - h. Use forklift truck for opening or closing freight doors.
 - i. Block fire aisles, access to stairways, or fire equipment with the forklift truck or the load being handled.
 - j. Pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
 - k. Participate in stunt driving or horseplay.

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1. Push or tow other forklift trucks.
12. An overhead guard shall be used as protection against falling objects.
13. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it falling rearward.
14. Only approved industrial trucks shall be used in hazardous locations.
15. Lift truck operators should know the weight of the load prior to moving the load.
16. Standing on a truck or adding counterweights to compensate for an overload will not be permitted.
17. Operators should never attempt to operate a truck with an overload. Such a load is dangerous because it removes weight from the steering wheels, which affects the steering.
18. Extreme care must be taken when mast and load are raised high.
19. When lifting a load, always check for any overhead obstructions that might be damaged or cause the load to spill or topple the truck.
20. Always heed instructions about stacking height.
21. Never allow other workers to stand nearby when you stack materials.
22. Do not stack material in aisles or roadways.
23. Leave keys in forklift when parking for the day.
24. Leave forklift running when walking away from the truck.

GISD Safety Manual Acknowledgement

Employee Name: _____
(print name)

Campus/Department: _____

I have received, reviewed, and understand the contents of this safety manual and will observe the safe work practices as outlined. I understand that the safe work practices outlined are not an all-inclusive listing and there are other rules and procedures that I will be required to follow (i.e., Blood borne Pathogens, fire, job specific, etc.).

I also understand that I am responsible for performing my duties in a safe manner so as not to bring harm to myself or others. I am expected to correct any unsafe act or condition. If I cannot correct the unsafe act or condition myself, I will consult my supervisor.

If I am injured during the course and scope of my duties, I will immediately report the injury to my supervisor.

Employee Signature: _____

Date: _____