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# Put Wheels Under Your Lift Truck Safety Program

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ISO 9001:2000



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# IAPA

It's About Making A Difference.



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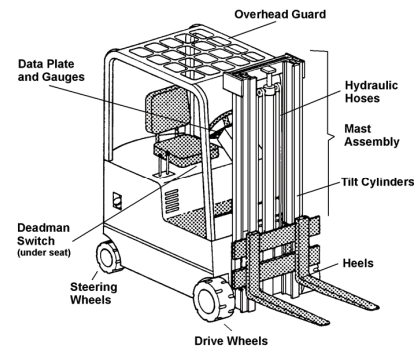
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## Test Your Lift Truck Safety IQ

The following questions are based on CSA Standard B355.04.

- True  
 False
1. A hole may be created in the forks provided that the hole is drilled and not cut with an oxy/acetylene torch.
- True  
 False
2. During the pre-operation inspection it may be necessary for the operator to operate controls from other than the normal operating position
- True  
 False
3. If a lift truck is equipped with an operator restraint system e.g., seat belt, it must be used by the operator at all times
- True  
 False
4. The installation of a simple steering knob would not require the approval of the manufacturer
- True  
 False
5. Jack stands or other means of support must be used under the nose of the trailer when the tractor is not coupled
- True  
 False
6. Ramps should be approached in the same manner whether or not the lift truck is loaded or empty
- True  
 False
7. When elevating personnel on a work platform the operator must remain in the operator's position
- True  
 False
8. A person who has a medical or physical impairment is automatically disqualified from operating a lift truck
- Circle the correct answer
9. Operator Training Requirements: Instruction shall be given on:
- legislation
  - company policies and procedures
  - operating manual
  - lift truck features and safety equipment
  - all of the above
- Circle the correct answer
10. Operator Training Requirements: Instruction shall be given on:
- stability
  - capacity plate and location
  - pre-operational inspection
  - start-up
  - traveling, with and without a load
  - all of the above
- True  
 False
11. A video-based Lift Truck Operator Training Program. Would this meet the CSA Standard in terms of providing adequate training?
- True  
 False
12. The centre of gravity is the point where a mass would be perfectly balanced if it were suspended from that single point
- True  
 False
13. Operator training is the essential ingredient of a lift truck safety program
- True  
 False
14. An operator should inspect the forklift truck at least once per week



## Regulations Pertaining to Lift Trucks: Provincial

Topic	Ontario <i>Ontario Occupational Health and Safety Act,</i> R.S.O 1990, c.01	British Columbia
<b>Right to Refuse Work</b>	<p><b>s.43</b>  <b>(3)</b> A worker may refuse to work or do particular work where he or she has reason to believe that,</p> <ul style="list-style-type: none"> <li><b>(a)</b> any equipment, machine, device or thing the worker is to use or operate is likely to endanger himself, herself or another worker;</li> <li><b>(b)</b> the physical condition of the workplace or the part thereof in which he or she works or is to work is likely to endanger himself or herself; or</li> <li><b>(c)</b> any equipment, machine, device or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this Act or the regulations and such contravention is likely to endanger himself, herself or another worker.</li> </ul>	
<b>Penalties</b>	<p><b>s. 66</b>  <b>(1)</b> Every person who contravenes or fails to comply with,</p> <ul style="list-style-type: none"> <li><b>(a)</b> a provision of this Act or the regulations;</li> <li><b>(b)</b> an order or requirement of an inspector or a Director; or</li> <li><b>(c)</b> an order of the Minister,</li> </ul> <p>is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 or to imprisonment for a term of not more than twelve months, or to both.</p> <p><b>(2)</b> If a corporation is convicted of an offence under subsection (1), the maximum fine that may be imposed upon the corporation is \$500,000 and not as provided therein</p>	

Topic	Ontario <i>Ontario Occupational Health and Safety Act,</i> R.S.O 1990, c.01	British Columbia
<b>Competency/ Qualifications</b>	<p><b>s. 1(1)</b> “competent person” means a person who,</p> <ul style="list-style-type: none"> <li>(a) is qualified because of knowledge, training and experience to organize the work and its performance,</li> <li>(b) is familiar with this Act and the regulations that apply to the work, and</li> <li>(c) has knowledge of any potential or actual danger to health or safety in the workplace;</li> </ul>	
<b>Duties of employers</b>	<p><b>s. 25</b> <b>(1)</b> An employer shall ensure that,</p> <ul style="list-style-type: none"> <li>(a) the equipment, materials and protective devices as prescribed are provided;</li> <li>(b) the equipment, materials and protective devices provided by the employer are maintained in good condition;</li> <li>(c) the measures and procedures prescribed are carried out in the workplace;</li> <li>(d) the equipment, materials and protective devices provided by the employer are used as prescribed; and</li> <li>(e) a floor, roof, wall, pillar, support or other part of a workplace is capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under the Building Code Act .</li> </ul> <p><b>(2)</b> Without limiting the strict duty imposed by subsection (1), an employer shall,</p> <ul style="list-style-type: none"> <li>(a) provide information, instruction and supervision to a worker to protect the health or safety of the worker;</li> <li>(c) when appointing a supervisor, appoint a competent person;</li> </ul>	



# Put Wheels Under Your Lift Truck Safety Program

## Resource #2

Topic	Ontario <i>Ontario Occupational Health and Safety Act,</i> R.S.O 1990, c.01	British Columbia
<b>Supervisor's duties</b>	<p><b>s. 27</b></p> <p><b>(1)</b> A supervisor shall ensure that a worker,</p> <ul style="list-style-type: none"> <li>(a) works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and</li> <li>(b) uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.</li> </ul> <p><b>(2)</b> Without limiting the duty imposed by subsection (1), a supervisor shall,</p> <ul style="list-style-type: none"> <li>(a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;</li> <li>(b) where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and</li> <li>(c) take every precaution reasonable in the circumstances for the protection of a worker.</li> </ul>	
<b>Worker's duties</b>	<p><b>s. 28</b></p> <p><b>(1)</b> A worker shall,</p> <ul style="list-style-type: none"> <li>(a) work in compliance with the provisions of this Act and the regulations;</li> <li>(b) use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;</li> <li>(c) report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and</li> <li>(d) report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.</li> </ul>	

Topic	Ontario <i>Ontario Occupational Health and Safety Act,</i> R.S.O 1990, c.01	British Columbia
<b>Worker's duties (cont'd)</b>	<p>(2) No worker shall,</p> <ul style="list-style-type: none"> <li>(a) remove or make ineffective any protective device required by the regulations or by his or her employer, without providing an adequate temporary protective device and when the need for removing or making ineffective the protective device has ceased, the protective device shall be replaced immediately;</li> <li>(b) use or operate any equipment, machine, device or thing or work in a manner that may endanger himself, herself or any other worker; or</li> <li>(c) engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.</li> </ul>	

## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

Topic	Ontario <i>Ontario Industrial Establishments Regulations,</i> R.S.O 1990, Reg. 851	British Columbia
<b>Raising or Lowering of a Worker</b>	<p><b>s. 52</b> A crane, lift truck or similar equipment shall be used to support, raise or lower a worker only when,</p> <ul style="list-style-type: none"> <li>(a) the worker is on a platform,               <ul style="list-style-type: none"> <li>(i) equipped with adequate safety devices that will automatically prevent the platform and load from falling if the platform's normal support fails,</li> <li>(ii) suspended from a boom that does not move, and the person is attached to a separate lifeline suspended from the boom or a fixed support capable of supporting at least four times the weight of the worker, or</li> <li>(iii) attached to a mast, or boom which,                   <ul style="list-style-type: none"> <li>(A) is hydraulically or pneumatically operated, and</li> <li>(B) is equipped with a safety device that will prevent free fall of the platform in the event of a pressure line failure;</li> </ul> </li> </ul> </li> <li>(b) where the equipment is not designed for the specific purpose of hoisting personnel, the load applied to the crane, lift truck or similar equipment is less than one half the maximum rated load;</li> <li>(c) the platform has a sign indicating the load described in clause (b);</li> <li>(d) where controls are provided at more than one location,               <ul style="list-style-type: none"> <li>(i) each control station is provided with means whereby the operator can shut off power to the equipment, and</li> <li>(ii) interlocks have been provided so that only one station can be operative at any time; and</li> </ul> </li> <li>(e) except when the controls are operated from the platform, the controls are attended and operated by another worker.</li> </ul>	

Topic	Ontario <i>Ontario Industrial Establishments Regulations,</i> R.S.O 1990, Reg. 851	British Columbia
<b>Guarding</b>	<p><b>s. 24</b> Where a machine or prime mover or transmission equipment has an exposed moving part that may endanger the safety of any worker, the machine or prime mover or transmission equipment shall be equipped with and guarded by a guard or other device that prevents access to the moving part.</p> <p><b>s. 25</b> An in-running nip hazard or any part of a machine, device or thing that may endanger the safety of any worker shall be equipped with and guarded by a guard or other device that prevents access to the pinch point.</p>	
<b>Guardrails</b>	<p><b>s. 13</b> (1) Subject to subsection (2), there shall be a guardrail,</p> <ul style="list-style-type: none"> <li>(a) around the perimeter of an uncovered opening in a floor, roof or other surface to which a worker has access;</li> <li>(b) at an open side of, <ul style="list-style-type: none"> <li>(i) a raised floor, mezzanine, balcony, gallery, landing, platform, walkway, stile, ramp or other surface, or</li> <li>(ii) a vat, bin or tank, the top of which is less than 107 centimetres above the surrounding floor, ground, platform or other surface; and</li> </ul> </li> <li>(c) around a machine, electrical installation, place or thing that is likely to endanger the safety of any worker.</li> </ul> <p>(2) Subsection (1) does not apply to,</p> <ul style="list-style-type: none"> <li>(a) a loading dock;</li> <li>(b) a roof to which access is required only for maintenance purposes; and</li> <li>(c) a pit used for, <ul style="list-style-type: none"> <li>(i) work on an assembly line, or</li> <li>(ii) maintenance of vehicles or similar equipment. R.R.O. 1990, Reg. 851, s. 13.</li> </ul> </li> </ul>	

## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

Topic	Ontario <i>Ontario Industrial Establishments Regulations,</i> R.S.O 1990, Reg. 851	British Columbia
<b>Guardrails (cont'd)</b>	<p><b>s. 14</b> (1) A guardrail shall,</p> <ul style="list-style-type: none"> <li>(a) have a top rail located not less than 91 and not more than 107 centimetres above the surface to be guarded;</li> <li>(b) have a mid rail;</li> <li>(c) if tools or other objects may fall on a worker, have a toe-board that extends from the surface to be guarded to a height of at least 125 millimetres; and</li> <li>(d) be free of splinters and protruding nails.</li> </ul> <p>(2) A guardrail shall be constructed to meet the structural requirements for guards as set out in the Building Code.</p>	
<b>Attendance to a vehicle</b>	<p><b>s. 57</b> A vehicle left unattended shall be immobilized and secured against accidental movement.</p> <p><b>s. 58</b> Powered equipment shall not be left unattended unless forks, buckets, blades and similar parts are in the lowered position or solidly supported.</p>	
<b>Operation of a lifting device or a motorized material handling device</b>	<p><b>s. 51</b> (2) A lifting device shall be operated,</p> <ul style="list-style-type: none"> <li>(a) only by, <ul style="list-style-type: none"> <li>(i) a competent person, or</li> <li>(ii) a worker being instructed who is accompanied by a competent person;</li> </ul> </li> </ul> <p><b>s. 54</b> (1) Mobile equipment shall,</p> <ul style="list-style-type: none"> <li>(d) subject to subsection (2), be operated only by a competent person.</li> </ul> <p>(2) Clause (1) (d) does not apply to mobile equipment operated by a worker while the worker is being instructed and accompanied by a competent person.</p>	
<b>Construction of a lift truck/mobile equipment</b>	<p><b>s. 51</b> (1) A lifting device shall,</p> <ul style="list-style-type: none"> <li>(a) be so constructed, of such strength and be equipped with suitable ropes, chains, slings and other fittings so as to adequately ensure the safety of all workers;</li> </ul>	

Topic	Ontario <i>Ontario Industrial Establishments Regulations,</i> R.S.O 1990, Reg. 851	British Columbia
<b>Examination of the lift truck/mobile equipment</b>	<p><b>s. 51</b>                      (1) A lifting device shall,                      (b) be thoroughly examined by a competent person to determine its capability of handling the maximum load as rated,                      (i) prior to being used for the first time, and                      (ii) thereafter as often as necessary but not less frequently than recommended by the manufacturer and in any case, at least once a year, and a permanent record shall be kept, signed by the competent person doing the examination;</p>	
<b>Markings on the lift/truck mobile equipment</b>	<p><b>s. 51</b>                      (1) A lifting device shall,                      (c) be plainly marked with sufficient information so as to enable the operator of the device to determine the maximum rated load that the device is capable of lifting under any operating condition;</p>	
<b>Presence of overhead guard</b>	<p><b>s. 51</b>                      (1) A lifting device shall,                      (d) have a cab, screen, canopy guard or other adequate protection for the operator where the operator may be exposed to the hazard of falling material</p>	
<b>Controls to return to neutral position</b>	<p><b>s. 51</b>                      (1) A lifting device shall,                      (e) when it is a pneumatic or hydraulic hoist, have controls that automatically return to their neutral position when released.</p>	
<b>Lighting on lift truck/mobile equipment</b>	<p><b>s. 54</b>                      (1) Mobile equipment shall,                      (a) when lighting conditions are such that its operation may be hazardous, have head lights and tail lights that provide adequate illumination;</p>	
<b>Transportation of passengers on lift trucks/mobile equipment</b>	<p><b>s. 54</b>                      (1) Mobile equipment shall,                      (c) be used to transport a person, other than the operator, only when that worker is seated in a permanently installed seat;</p>	

## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

Topic	Ontario <i>Ontario Industrial Establishments Regulations,</i> R.S.O 1990, Reg. 851	British Columbia
<b>Load passing over workers</b>	<p><b>s. 51</b> (2) A lifting device shall be operated,</p> <p>(b) in such a way that,</p> <p>(i) no part of the load passes over any worker,</p> <p>(ii) where a worker may be endangered by the rotation or uncontrolled motion of a load, one or more guide ropes is used to prevent rotation or other uncontrolled motion, and</p> <p>(iii) subject to subsection (3), when its load is in a raised position the controls are attended by an operator.</p>	
<b>Vision of operator of lift truck/mobile equipment</b>	<p><b>s. 56</b> Where the operator of a vehicle, mobile equipment, crane or similar material handling equipment does not have a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment or its load, the vehicle, mobile equipment, crane or similar material handling equipment shall only be operated as directed by a signaller who is a competent person and who is stationed,</p> <p>(a) in full view of the operator;</p> <p>(b) with a full view of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load; and</p> <p>(c) clear of the intended path of travel of the vehicle, mobile equipment, crane or similar material handling equipment and its load. R.R.O. 1990, Reg. 851, s. 56.</p>	
<b>Overloading of lift truck/mobile equipment</b>	<p><b>s. 59</b> Except for the purpose of a test of the material handling equipment, no material handling equipment shall be loaded in excess of its maximum rated load.</p>	

Topic	Ontario <i>Ontario Industrial Establishments Regulations,</i> R.S.O 1990, Reg. 851	British Columbia
<b>Floor surfaces – free of hazards</b>	<p><b>s. 11</b> A floor or other surface used by any worker shall,</p> <ul style="list-style-type: none"> <li>(a) be kept free of,                             <ul style="list-style-type: none"> <li>(i) obstructions,</li> <li>(ii) hazards, and</li> <li>(iii) accumulations of refuse, snow or ice; and</li> </ul> </li> <li>(b) not have any finish or protective material used on it that is likely to make the surface slippery.</li> </ul>	
<b>Use of barriers, warning signs</b>	<p><b>s. 20</b> Barriers, warning signs or other safeguards for the protection of all workers in an area shall be used where vehicle or pedestrian traffic may endanger the safety of any worker.</p>	
<b>Material handling in regards to lifting, carrying or moved</b>	<p><b>s. 45</b> Material, articles or things,</p> <ul style="list-style-type: none"> <li>(a) required to be lifted, carried or moved, shall be lifted, carried or moved in such a way and with such precautions and safeguards, including protective clothing, guards or other precautions as will ensure that the lifting, carrying or moving of the material, articles or things does not endanger the safety of any worker;</li> <li>(b) shall be transported, placed or stored so that the material, articles or things,                             <ul style="list-style-type: none"> <li>(i) will not tip, collapse or fall, and</li> <li>(ii) can be removed or withdrawn without endangering the safety of any worker; and</li> </ul> </li> <li>(c) to be removed from a storage area, pile or rack, shall be removed in a manner that will not endanger the safety of any worker</li> </ul>	
<b>Securing of material from tipping or falling</b>	<p><b>s. 46</b> Machinery, equipment or material that may tip or fall and endanger any worker shall be secured against tipping or falling.</p>	
<b>Storage of cylindrical objects</b>	<p><b>s. 47</b> Cylindrical objects stored on their side shall be piled symmetrically with each unit in the bottom row chocked or wedged to prevent motion.</p>	



## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

Topic	Ontario <i>Ontario Industrial Establishments Regulations,</i> R.S.O 1990, Reg. 851	British Columbia
<b>Piling of barrels, drums or kegs</b>	<p><b>s. 48</b> Barrels, drums or kegs that are piled on their ends shall have two parallel planks placed on top of each row before another row is added.</p>	
<b>Temporary elevated machinery, equipment, material</b>	<p><b>s. 74</b> Machinery, equipment or material that is temporarily elevated and under which a worker may pass or work shall be securely and solidly blocked to prevent the machinery, equipment or material from falling or moving.</p>	
<b>Working at heights</b>	<p><b>s.85</b> Where a worker is exposed to the hazard of falling and the surface to which he or she might fall is more than three metres below the position where he or she is situated,</p> <ul style="list-style-type: none"> <li>(a) the worker shall wear a serviceable safety belt or harness and lifeline adequately secured to a fixed support and so arranged that the worker cannot fall freely for a vertical distance of more than 1.5 metres; and</li> <li>(b) the fall arresting system described in clause (a) shall,               <ul style="list-style-type: none"> <li>(i) have sufficient capacity to absorb twice the energy and twice the load that under the circumstances of its use may be transmitted to it, and</li> <li>(ii) be equipped with a shock absorber or other devices to limit the maximum arresting force to 8.0 kilonewtons to the wearer.</li> </ul> </li> </ul>	

## Regulations Pertaining to Lift Trucks: Provincial

Topic	Ontario Fire Code, Ontario Regulation 213/07 <b>Subsection 3.4.2: Industrial Trucks</b>	British Columbia
<b>Fuel-fired industrial trucks</b>	3.4.2.1(1) Fuel-fired industrial trucks shall be stored in <ul style="list-style-type: none"> <li>(a) detached buildings,</li> <li>(b) areas separated from the remainder of the storage building by a fire separation having at least a 1-hr fire-resistance rating, or</li> <li>(c) areas where the vehicles do not create a fire hazard to the storage area.</li> </ul>	
<b>Fueling of trucks</b>	3.4.2.1(2) Except as provided in Article 3.4.2.1(3), industrial trucks shall be refueled only at designated locations outside buildings.  3.4.2.1(3) Industrial trucks that are fuelled by replaceable propane cylinders may have the cylinders exchanged indoors if: <ul style="list-style-type: none"> <li>(a) the replacement is conducted at a safe location at least 7.5 m from ignition sources, open pits and underground entrances</li> <li>(b) the cylinder valves are closed</li> <li>(c) the engine is operated until the fuel in the system is consumed, if an approved automatic quick-closing coupling that closes in both directions when uncoupled is not provided</li> </ul> 3.4.2.1(4) At least one portable extinguisher having a minimum rating of 2A:30B:C, must be provided on each fuel-fired industrial truck  3.4.2.1(5) Propane cylinders shall be stored in conformance with Section 5.6 of the OFC, Compressed Gas Cylinders	

Topic	Ontario Fire Code, Ontario Regulation 213/07  Subsection 3.4.2.2: Battery-Powered Industrial Trucks	British Columbia
<b>Battery charging installations</b>	<p>3.4.2.2.(1) Battery charging installations for battery-powered industrial trucks shall be located in areas</p> <ul style="list-style-type: none"> <li>(a) at least 1.5 m from combustible materials,</li> <li>(b) well ventilated areas when serving more than two trucks</li> <li>(c) where flammable gases or vapours, combustible dusts or combustible fibres are not present in hazardous quantities, and</li> <li>(d) where precautions are taken to prevent ignition sources, such as open flames, sparks or electric arcs.</li> </ul> <p>3.4.2.2.(2) At least one portable extinguisher having a minimum rating of 2A:30B:C, must be provided at battery charging installations for battery-powered industrial trucks</p> <p>3.4.2.2.(3) Flushing and neutralizing spilled electrolyte facilities and protection from mechanical damage for charging apparatus must be provided at battery charging installations.</p>	
<b>Training</b>	<p>3.4.2.3.(1) Only trained and authorized personnel are permitted to</p> <ul style="list-style-type: none"> <li>(a) operate industrial trucks,</li> <li>(b) refuel or replace propane cylinders for fuel-fired industrial trucks,</li> <li>(c) refuel fuel-fired industrial trucks, or</li> <li>(d) charge or change batteries for battery-powered industrial trucks.</li> </ul>	

## Regulations Pertaining to Lift Trucks: Canada Labour Code

Topic	Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)
	Canada Labour Code, Part II, R.S.C 1985, c.L-2
Right to Refuse Work	<p><b>s. 128</b></p> <p>(1) Subject to this section, an employee may refuse to use or operate a machine or thing, to work in a place or to perform an activity, if the employee while at work has reasonable cause to believe that</p> <ul style="list-style-type: none"> <li>(a) the use or operation of the machine or thing constitutes a danger to the employee or to another employee;</li> <li>(b) a condition exists in the place that constitutes a danger to the employee; or</li> <li>(c) the performance of the activity constitutes a danger to the employee or to another employee.</li> </ul> <p>(2) An employee may not, under this section, refuse to use or operate a machine or thing, to work in a place or to perform an activity if</p> <ul style="list-style-type: none"> <li>(a) the refusal puts the life, health or safety of another person directly in danger; or</li> <li>(b) the danger referred to in subsection (1) is a normal condition of employment.</li> </ul> <p>(6) An employee who refuses to use or operate a machine or thing, work in a place or perform an activity under subsection (1), or who is prevented from acting in accordance with that subsection by subsection (4), shall report the circumstances of the matter to the employer without delay.</p> <p>(7) Where an employee makes a report under subsection (6), the employee, if there is a collective agreement in place that provides for a redress mechanism in circumstances described in this section, shall inform the employer, in the prescribed manner and time if any is prescribed, whether the employee intends to exercise recourse under the agreement or this section. The selection of recourse is irrevocable unless the employer and employee agree otherwise.</p> <p>(8) If the employer agrees that a danger exists, the employer shall take immediate action to protect employees from the danger. The employer shall inform the work place committee or the health and safety representative of the matter and the action taken to resolve it.</p> <p>(9) If the matter is not resolved under subsection (8), the employee may, if otherwise entitled to under this section, continue the refusal and the employee shall without delay report the circumstances of the matter to the employer and to the work place committee or the health and safety representative.</p> <p>(10) An employer shall, immediately after being informed of the continued refusal under subsection (9), investigate the matter in the presence of the employee who reported it and of</p> <ul style="list-style-type: none"> <li>(a) at least one member of the work place committee who does not exercise managerial functions;</li> <li>(b) the health and safety representative; or</li> <li>(c) if no person is available under paragraph (a) or (b), at least one person from the work place who is selected by the employee.</li> </ul>

<b>Topic</b>	<b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b>
	<b>Canada Labour Code, Part II, R.S.C 1985, c.L-2</b>
<b>Right to Refuse Work (cont'd)</b>	<p><b>s. 128 (cont'd)</b></p> <p>(11) If more than one employee has made a report of a similar nature under subsection (9), those employees may designate one employee from among themselves to be present at the investigation.</p> <p>(12) An employer may proceed with an investigation in the absence of the employee who reported the matter if that employee or a person designated under subsection (11) chooses not to be present.</p> <p>(13) If an employer disputes a matter reported under subsection (9) or takes steps to protect employees from the danger, and the employee has reasonable cause to believe that the danger continues to exist, the employee may continue to refuse to use or operate the machine or thing, work in that place or perform that activity. On being informed of the continued refusal, the employer shall notify a health and safety officer.</p> <p>(14) An employer shall inform the work place committee or the health and safety representative of any steps taken by the employer under subsection (13).</p>

<b>Topic</b>	<b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b>
	<b>Canada Labour Code, Part II, R.S.C 1985, c.L-2</b>
<b>Penalties</b>	<p><b>s. 148</b></p> <p>(1) Subject to this section, every person who contravenes a provision of this Part is guilty of an offence and liable</p> <p style="padding-left: 40px;">(a) on conviction on indictment, to a fine of not more than \$1,000,000 or to imprisonment for a term of not more than two years, or to both; or</p> <p style="padding-left: 40px;">(b) on summary conviction, to a fine of not more than \$100,000.</p> <p>(2) Every person who contravenes a provision of this Part the direct result of which is the death of, serious illness of or serious injury to an employee is guilty of an offence and liable</p> <p style="padding-left: 40px;">(a) on conviction on indictment, to a fine of not more than \$1,000,000 or to imprisonment for a term of not more than two years, or to both; or</p> <p style="padding-left: 40px;">(b) on summary conviction, to a fine of not more than \$1,000,000.</p> <p>(3) Every person who willfully contravenes a provision of this Part knowing that the contravention is likely to cause the death of, serious illness of or serious injury to an employee is guilty of an offence and liable</p> <p style="padding-left: 40px;">(a) on conviction on indictment, to a fine of not more than \$1,000,000 or to imprisonment for a term of not more than two years, or to both; or</p> <p style="padding-left: 40px;">(b) on summary conviction, to a fine of not more than \$1,000,000.</p> <p>(4) On a prosecution of a person for a contravention of any provision of this Part, except paragraphs 125(1)(c), (z.10) and (z.11), it is a defense for the person to prove that the person exercised due care and diligence to avoid the contravention. However, no person is liable to imprisonment on conviction for an offence under any of paragraphs 125(1)(c), (z.10) and (z.11).</p> <p>(5) For the purposes of this section, if regulations are made under subsection 157(1.1) in relation to health or safety matters referred to in a paragraph of any of sections 125 to 126 by which a standard or other thing is to be prescribed, that standard or other thing is deemed to be prescribed within the meaning of that paragraph.</p> <p><b>s. 126</b></p> <p>(2) Nothing in subsection (1) relieves an employer from any duty imposed on the employer under this Part.</p> <p>(3) No employee is personally liable for anything done or omitted to be done in good faith by the employee when the employee is assisting the employer, as requested by the employer, in providing first-aid or in carrying out any other emergency measures.</p>

## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

<b>Topic</b>	<b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b>
	<b>Canada Labour Code, Part II, R.S.C 1985, c.L-2</b>
<b>Competency/ Qualifications</b>	<b>Definitions</b> “qualified person” means, in respect of a specified duty, a person who, because of his knowledge, training and experience, is qualified to perform that duty safely and properly;
<b>Duties of Employers</b>	<p><b>s. 125</b> (1) Without restricting the generality of section 124, every employer shall, in respect of every work place controlled by the employer and, in respect of every work activity carried out by an employee in a work place that is not controlled by the employer, to the extent that the employer controls the activity,</p> <ul style="list-style-type: none"> <li>(a) ensure that all permanent and temporary buildings and structures meet the prescribed standards;</li> <li>(k) ensure that the vehicles and mobile equipment used by the employees in the course of their employment meet prescribed standards;</li> <li>(l) provide every person granted access to the work place by the employer with prescribed safety materials, equipment, devices and clothing;</li> <li>(q) provide, in the prescribed manner, each employee with the information, instruction, training and supervision necessary to ensure their health and safety at work;</li> <li>(t) ensure that the machinery, equipment and tools used by the employees in the course of their employment meet prescribed health, safety and ergonomic standards and are safe under all conditions of their intended use;</li> <li>(u) ensure that the work place, work spaces and procedures meet prescribed ergonomic standards;</li> <li>(v) adopt and implement prescribed safety codes and safety standards;</li> <li>(w) ensure that every person granted access to the work place by the employer is familiar with and uses in the prescribed circumstances and manner all prescribed safety materials, equipment, devices and clothing;</li> <li>(z) ensure that employees who have supervisory or managerial responsibilities are adequately trained in health and safety and are informed of the responsibilities they have under this Part where they act on behalf of their employer;</li> </ul>
<b>Supervisors Duties</b>	Not specified in Code

<b>Topic</b>	<b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b>
	<b>Canada Labour Code, Part II, R.S.C 1985, c.L-2</b>
<b>Worker's Duties</b>	<p><b>s. 126</b></p> <p>(1) While at work, every employee shall</p> <ul style="list-style-type: none"> <li>(a) use any safety materials, equipment, devices and clothing that are intended for the employee's protection and furnished to the employee by the employer or that are prescribed;</li> <li>(b) follow prescribed procedures with respect to the health and safety of employees;</li> <li>(c) take all reasonable and necessary precautions to ensure the health and safety of the employee, the other employees and any person likely to be affected by the employee's acts or omissions;</li> <li>(d) comply with all instructions from the employer concerning the health and safety of employees;</li> <li>(e) cooperate with any person carrying out a duty imposed under this Part;</li> <li>(f) cooperate with the policy and work place committees or the health and safety representative;</li> <li>(g) report to the employer any thing or circumstance in a work place that is likely to be hazardous to the health or safety of the employee, or that of the other employees or other persons granted access to the work place by the employer;</li> <li>(h) report in the prescribed manner every accident or other occurrence arising in the course of or in connection with the employee's work that has caused injury to the employee or to any other person;</li> <li>(i) comply with every oral or written direction of a health and safety officer or an appeals officer concerning the health and safety of employees; and</li> <li>(j) report to the employer any situation that the employee believes to be a contravention of this Part by the employer, another employee or any other person.</li> </ul> <p>(2) Nothing in subsection (1) relieves an employer from any duty imposed on the employer under this Part.</p> <p>(3) No employee is personally liable for anything done or omitted to be done in good faith by the employee when the employee is assisting the employer, as requested by the employer, in providing first-aid or in carrying out any other emergency measures.</p>
<b>Raising or Lowering of a Worker</b>	<p><b>s. 14.30</b></p> <ul style="list-style-type: none"> <li>(1) Motorized or manual materials handling equipment shall not be used for transporting an employee and no employee shall so use the equipment unless the equipment is specifically designed for that purpose.</li> <li>(2) Motorized or manual materials handling equipment shall not be used for hoisting or positioning an employee, unless the equipment is equipped with a platform, bucket or basket designed for those purposes.</li> <li>(3) Any motorized materials handling equipment that is normally used for transporting employees from place to place in a work place shall be equipped with             <ul style="list-style-type: none"> <li>(a) a mechanical parking brake; and</li> <li>(b) a hydraulic or pneumatic braking system. SOR/96-400, s. 1.</li> </ul> </li> </ul>



## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

<b>Topic</b>	<b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b>
	<b>Canada Labour Code, Part II, R.S.C 1985, c.L-2</b>
<b>Guarding</b>	<p><b>s. 13.13</b></p> <p>(1) Every machine that has exposed moving, rotating, electrically charged or hot parts or that processes, transports or handles material that constitutes a hazard to an employee shall be equipped with a machine guard that</p> <ul style="list-style-type: none"> <li>(a) prevents the employee or any part of his body from coming into contact with the parts or material;</li> <li>(b) prevents access by the employee to the area of exposure to the hazard during the operation of the machine; or</li> <li>(c) makes the machine inoperative if the employee or any part of his clothing is in or near a part of the machine that is likely to cause injury.</li> </ul> <p>(2) To the extent that is reasonably practicable, a machine guard referred to in subsection (1) shall not be removable.</p> <p>(3) A machine guard shall be so constructed, installed and maintained that it meets the requirements of subsection (1). SOR/94-263, s. 50(F).</p>
<b>Guardrails</b>	<p><b>s. 2.5</b></p> <p>(1) Where an employee has access to a wall opening from which there is a drop of more than 1.2 m or to a floor opening, highly visible guardrails shall be fitted around the wall opening or floor opening or it shall be covered with material capable of supporting all loads that may be brought to bear on it.</p> <p><b>s. 2.12</b></p> <p>(1) Every guardrail shall be highly visible and consist of</p> <ul style="list-style-type: none"> <li>(a) a horizontal top rail not less than 900 mm but not more than 1 100 mm above the base of the guardrail;</li> <li>(b) a horizontal intermediate rail spaced midway between the top rail and the base; and</li> <li>(c) supporting posts spaced not more than 3 m apart at their centres</li> </ul> <p>(2) Every guardrail shall be designed to withstand a static load of 890 N applied in any direction at any point on the top rail. SOR/94-263, s. 8(F); SOR/2000-374, s. 2.</p>
<b>Attendance to a vehicle</b>	<p><b>s.14.37</b></p> <p>(4) Any motorized materials handling equipment that is left unattended shall be immobilized against accidental movement, by applying a parking brake or other braking device. SOR/88-632, s. 66(F); SOR/96-400, s. 1.</p>
<b>Operation of a lifting device or a motorized material handling device</b>	<p><b>s. 14.23</b></p> <p>(1) Subject to subsection (2), every employer shall ensure that every operator of motorized materials handling equipment has been instructed and trained in the procedures to be followed for</p> <ul style="list-style-type: none"> <li>(a) its inspection;</li> <li>(b) its fuelling; and</li> <li>(c) its safe and proper use, in accordance with any instructions provided by the manufacturer and taking into account the conditions of the work place in which the operator will operate the materials handling equipment.</li> </ul>

Topic	Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)
	Canada Labour Code, Part II, R.S.C 1985, c.L-2
<p><b>Operation of a lifting device or a motorized material handling device (cont'd)</b></p>	<p><b>s. 14.23 (cont'd)</b>                      (2) Subsection (1) does not apply to an operator who, under the direct supervision of a qualified person, is being instructed and trained to use motorized materials handling equipment or on the matters referred to in that subsection.</p> <p>(3) An employer shall ensure that every operator of manual materials handling equipment receives on-the-job training by a qualified person on the procedures to be followed for                      (a) its inspection; and                      (b) its safe and proper use, in accordance with any instructions of the manufacturer and taking into account the conditions of the work place in which the operator will operate the manual materials handling equipment and the operator's physical capabilities.</p> <p>(4) Every employer shall keep a written record, in respect of an operator, of any instruction or training referred to in subsection (1) for as long as the operator remains in the employer's employment. SOR/96-400, s. 1.</p> <p><b>s. 14.24</b>                      No employer shall require an employee to operate motorized or manual materials handling equipment unless the employee                      (a) is an operator; and                      (b) where the laws of the province in which the equipment is operated require an operator's license, possesses an operator's license issued by any province. SOR/88-632, s. 62(F); SOR/96-400, s. 1.</p>
<p><b>Construction of a lift truck/mobile equipment</b></p>	<p><b>s. 14.3</b>                      (1) Motorized and manual materials handling equipment shall, to the extent that is reasonably practicable, be so designed and constructed that if there is a failure of any part of the materials handling equipment, that failure will not result in loss of control of the materials handling equipment or create a hazardous condition.</p> <p>(2) All glass and other transparent materials used in doors, windows and other parts of motorized materials handling equipment shall be of a type that does not shatter into sharp or dangerous pieces on impact.</p> <p>(3) Subject to subsection 14.51(1), an employer shall ensure that the onboard operator's compartment in, or position on, motorized materials handling equipment provides adequate adjustability of range to accommodate properly the operator for the work that is required to be done.</p>

## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

Topic	Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)
	Canada Labour Code, Part II, R.S.C 1985, c.L-2
<b>Examination of the lift truck/mobile equipment</b>	<p><b>s. 14.20</b></p> <p>(1) Before motorized or manual materials handling equipment is used for the first time in a work place, the employer shall set out in writing instructions on the inspection, testing and maintenance of that materials handling equipment.</p> <p>(2) Instructions referred to in subsection (1) shall specify the nature and frequency of inspections, testing and maintenance.</p> <p>(3) The inspection, testing and maintenance referred to in subsection (1) shall be performed by a qualified person who</p> <ul style="list-style-type: none"> <li>(a) complies with the instructions referred to in that subsection; and</li> <li>(b) makes and signs a report of each inspection, test or maintenance work performed by the qualified person.</li> </ul> <p>(4) A report referred to in paragraph (3)(b) shall</p> <ul style="list-style-type: none"> <li>(a) include the date of the inspection, testing or maintenance performed by the qualified person;</li> <li>(b) identify the materials handling equipment that was inspected, tested or maintained; and</li> <li>(c) set out the safety observations of the qualified person.</li> </ul> <p>(5) The employer shall keep at the work place at which the motorized or manual materials handling equipment is located a copy of</p> <ul style="list-style-type: none"> <li>(a) the instructions referred to in subsection (1) for as long as the materials handling equipment is in use; and</li> <li>(b) the report referred to in paragraph (3)(b) for a period of one year after the report is signed.</li> </ul>
<b>Markings on the lift/truck mobile equipment</b>	<p><b>sec.14.43</b></p> <p>(1) Motorized or manual materials handling equipment shall be legibly marked with sufficient information so as to enable the operator to determine its safe working load.</p>
<b>Lighting on lift truck/mobile equipment</b>	<p><b>s. 14.14</b></p> <p>(1) Subject to subsection (2), where motorized materials handling equipment is used by an employee in a work place at night or at any time when the level of lighting within the work place is less than 10 lx, the materials handling equipment shall be fitted with</p> <ul style="list-style-type: none"> <li>(a) warning lights on the front and rear that are visible from a distance of not less than 100 m; and</li> <li>(b) lighting that ensures the safe operation of the equipment.</li> </ul> <p>(2) No motorized materials handling equipment shall be used at night on a route that is used by other vehicles unless it is fitted with such lights as are required under the laws of the province in which the equipment is used.</p>

Topic	Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)
	Canada Labour Code, Part II, R.S.C 1985, c.L-2
<b>Transportation of passengers on lift trucks/mobile equipment</b>	<p><b>s. 14.30</b></p> <p>(1) Motorized or manual materials handling equipment shall not be used for transporting an employee and no employee shall so use the equipment unless the equipment is specifically designed for that purpose.</p> <p>(2) Motorized or manual materials handling equipment shall not be used for hoisting or positioning an employee, unless the equipment is equipped with a platform, bucket or basket designed for those purposes.</p> <p>(3) Any motorized materials handling equipment that is normally used for transporting employees from place to place in a work place shall be equipped with</p> <ul style="list-style-type: none"> <li>(a) a mechanical parking brake; and</li> <li>(b) a hydraulic or pneumatic braking system.</li> </ul>
<b>Load passing over workers</b>	<p><b>s.14.34</b></p> <p>(1) Where motorized or manual materials handling equipment is travelling with a raised or suspended load, its operator shall ensure that the load is carried as close to the ground or floor as the situation permits and shall not in any case transport the load at or beyond the point at which the loaded equipment becomes unstable.</p> <p>(2) Any load, other than bulk materials, that would likely slide on or fall from motorized or manual materials handling equipment resulting in a hazardous condition shall be secured to prevent such movement.</p>
<b>Vision of operator of lift truck/mobile equipment</b>	<p><b>s. 14.25</b></p> <p>No employer shall require an operator to operate motorized materials handling equipment unless the operator</p> <ul style="list-style-type: none"> <li>(a) is directed by a signaler; or</li> <li>(b) has an unobstructed view of the area in which the equipment is to be operated.</li> </ul>
<b>Overloading of lift truck/mobile equipment</b>	<p><b>s. 14.43</b></p> <p>(2) No motorized or manual materials handling equipment shall be used with a load that exceeds its safe working load.</p>
<b>Floor surfaces – free of hazards</b>	<p><b>s. 14.36</b></p> <p>The floor, cab and other occupied parts of motorized materials handling equipment shall be kept free of any grease, oil, materials, tools, equipment or other hazards that may cause an employee to slip or trip or may create a fire hazard or otherwise interfere with the safe operation of the equipment.</p>

## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

<b>Topic</b>	<b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b>
	<b>Canada Labour Code, Part II, R.S.C 1985, c.L-2</b>
<b>Use of Barriers, Warning Signs</b>	<b>s. 14.38</b> (2) An employer shall cause warning signs to be posted, or a signaler to be in control, at the approaches to any materials handling area while materials handling operations are in progress.
<b>Material Handling in regards to lifting, carrying or moved</b>	<b>s. 14.46</b> (1) Where, because of the weight, size, shape, toxicity or other characteristic of materials, goods or things, the manual handling of materials, goods or things may be hazardous to the health or safety of an employee, the employer shall issue instructions that the materials, goods or things shall, where reasonably practicable, not be handled manually.  (2) For the purposes of subsection (1), the employer shall take into account the frequency and duration of manual lifting and the distances and terrain over which an object is to be manually lifted or carried in deciding whether the manual handling of the materials, goods or things may be hazardous to the health or safety of an employee.
<b>Securing of material from tipping or falling</b>	<b>s. 14.50</b> (3) All materials, goods or things shall be stored in a manner so that (a) light in the storage area is not reduced below the levels required by Part VI; (b) there is no obstruction or encroachment of passageways, traffic lanes or exits; (c) the safe operation of motorized or manual materials handling equipment is not impeded; (d) the ready access to or the operation of fire fighting equipment is not obstructed; (e) the operation of fixed fire protection equipment is not interfered with; and (f) there is no risk to the health or safety of any employee.
<b>Storage of Cylindrical Objects</b>	Not specified in legislation
<b>Piling of Barrels, Drums or Kegs</b>	Not specified in legislation
<b>Temporary elevated machinery, equipment, material</b>	<b>s. 14.34</b> (1) Where motorized or manual materials handling equipment is travelling with a raised or suspended load, its operator shall ensure that the load is carried as close to the ground or floor as the situation permits and shall not in any case transport the load at or beyond the point at which the loaded equipment becomes unstable.  (2) Any load, other than bulk materials, that would likely slide on or fall from motorized or manual materials handling equipment resulting in a hazardous condition shall be secured to prevent such movement.

<p><b>Topic</b></p>	<p><b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b></p>
	<p>Canada Labour Code, Part II, R.S.C 1985, c.L-2</p>
<p><b>Working at heights</b></p>	<p><b>s. 12.10</b></p> <p>(1) Subject to subsection (1.1), every employer shall provide a fall-protection system to any person, other than an employee who is installing or removing a fall-protection system in accordance with the instructions referred to in subsection (5), who works</p> <ul style="list-style-type: none"> <li>(a) from an unguarded structure or on a vehicle, at a height of more than 2.4 m above the nearest permanent safe level or above any moving parts of machinery or any other surface or thing that could cause injury to a person on contact;</li> <li>(b) from a temporary structure at a height of more than 6 m above a permanent safe level; or</li> <li>(c) from a ladder at a height of more than 2.4 m above the nearest permanent safe level where, because of the nature of the work, that person is unable to use at least one hand to hold onto the ladder.</li> </ul> <p>(1.1) Where an employee is required to work on a vehicle on which it is not reasonably practicable to provide a fall-protection system, the employer shall</p> <ul style="list-style-type: none"> <li>(a) in consultation with the policy committee or, if there is no policy committee, the work place committee or the health and safety representative, <ul style="list-style-type: none"> <li>i. perform a job safety analysis to eliminate or minimize the need for the employee to climb onto the vehicle or its load, and</li> <li>ii. provide every employee who is likely to climb onto the vehicle or its load with training and instruction on the safe method of climbing onto and working on the vehicle or its load;</li> </ul> </li> <li>(b) make a report in writing to the regional health and safety officer setting out the reasons why it is not reasonably practicable to provide a fall-protection system and include the job safety analysis and a description of the training and instruction referred to in paragraph (a); and</li> <li>(c) provide a copy of the report referred to in paragraph (b) to the policy committee or, if there is no policy committee, the work place committee or the health and safety representative.</li> </ul> <p>(1.2) The job safety analysis, training and instruction referred to in paragraph (1.1)(a) shall be reviewed every two years in consultation with the policy committee or, if there is no policy committee, the work place committee or the health and safety representative.</p> <p>(2) The components of a fall-protection system shall meet the following standards:</p> <ul style="list-style-type: none"> <li>(a) CSA Standard Z259.1-1976: Fall-Arresting Safety Belts and Lanyards for the Construction and Mining Industries, the English version of which is dated November, 1976, as amended to May, 1979 and the French version of which is dated April, 1980;</li> <li>(b) CSA Standard Z259.2-M1979: Fall-Arresting Devices, Personnel Lowering Devices and Life Lines, the English version of which is dated November, 1979 and the French version of which is dated October, 1983; and</li> <li>(c) CSA Standard Z259.3-M1978: Lineman's Body Belt and Lineman's Safety Strap, the English version of which is dated September, 1978, as amended to April, 1981 and the French version of which is dated April, 1980, as amended to April, 1981.</li> </ul>

## Put Wheels Under Your Lift Truck Safety Program

### Resource #2

<b>Topic</b>	<b>Jurisdiction: Federal (Canada Labour Code Part II and Canada Occupational Health and Safety Regulations)</b>
	<b>Canada Labour Code, Part II, R.S.C 1985, c.L-2</b>
<b>Working at heights (cont'd)</b>	<p>(3) The anchor of a fall-protection system shall be capable of withstanding a force of 17.8 kN.</p> <p>(4) A fall-protection system that is used to arrest the fall of a person shall prevent that person</p> <ul style="list-style-type: none"> <li>(a) from being subjected to a peak fall arrest force greater than 8 kN; and</li> <li>(b) from falling freely for more than 1.2 m.</li> </ul> <p>(5) Where an employee is about to install or remove a fall- protection system, the employer shall</p> <ul style="list-style-type: none"> <li>(a) prepare written instructions for the safe installation or removal of the fall-protection system; and</li> <li>(b) keep a copy of the instrucionts readily available for the information of the employee..</li> </ul>
<b>Fuelling</b>	<p><b>s. 14.41</b> Where motorized materials handling equipment is fuelled in a work place, a qualified person shall do the fuelling in accordance with procedures referred to in subsection 14.23(1) in a place that is well ventilated so that the vapours from the fuel will be dissipated quickly.</p>
<b>Parking</b>	<p><b>s. 14.37</b></p> <p>(1) No motorized or manual materials handling equipment shall be parked in a corridor, aisle, doorway or other place where it may interfere with the safe movement of persons, materials, goods or things.</p> <p>(2) Where motorized or manual materials handling equipment is required to enter or exit a vehicle other than a railway car to load or unload materials, goods or things to or from the vehicle, the vehicle shall be immobilized and secured against accidental movement, by means additional to the vehicle's braking system.</p> <p>(3) Where motorized or manual materials handling equipment is required to enter or exit a railway car to load or unload materials, goods or things to or from the railway car, the railway car shall be immobilized.</p> <p>(4) Any motorized materials handling equipment that is left unattended shall be immobilized against accidental movement, by applying a parking brake or other braking device.</p>

# **Managing and Operating an Effective Lift Truck Safety Program**

(based on selected elements from CSA Standard B335-04, Sections 4-9)

## **Checklist**



## Put Wheels Under Your Lift Truck Safety Program

### Resource #3

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
4	.2	Legislative requirements (local, provincial, federal)			
4	.3	Safety program			
4	.4	Hazard identification			
4	.5.1	Hazardous locations			
4	.5.2	Ventilation			
4	.5.3	Lighting			
4	.5.4	Noise			
4	.5.5.1	Facility design			
4	.5.5.2	Traffic management			
4	.5.6 (.1-.2)	Aisles and obstructions			
4	.5.7	General ergonomic principles			

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
4	.6.1	Lift truck selection criteria			
4	.6.2	Use of lifting equipment to handle lift trucks			
4	.7	Pre-use of a lift truck in a workplace			
4	.8.1	General safety practices – general			
4	.8.2	General safety practices for lift truck users			
4	.8.3	General safety practices for operators			
4	.8.4.1	Overhead guards			
4	.8.4.2	Load backrest extension			
4	.8.4.3	Operator compartment guards			
4	.8.5	Warning device			
4	.8.6 (.1-.7)	Stability			

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## Put Wheels Under Your Lift Truck Safety Program

### Resource #3

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
4	.8.7 (.1-.3)	<b>Modifications, nameplates, markings and capacity</b>			
4	.8.8 (.1-.2)	<b>Stopping distance (descending grades)</b>			
4	.9.1	<b>Pre-operation inspection</b>			
4	.9.2 (.1-2)	<b>Start-up</b>			
4	.9.2.3	<b>Operator restraint system</b>			
4	.9.3.1	<b>Traveling – general</b>			
4	.9.3.2 (.3-.11)	<b>Motorized hand truck operation</b>			
4	.9.4	<b>Pedestrians</b>			
4	.9.5 (.1-.8)	<b>Load handling</b>			
4	.9.6 (.1-.5)	<b>Dock boards (bridge plates)</b>			
4	.9.7 (.1-.5)	<b>Trucks and railroad cars</b>			

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
4	.9.8	Ramps and grades			
4	.9.9 (.1-.4)	Elevating personnel			
4	.9.10	Elevators			
4	.9.11	Shutdown procedures			
4	.9.12 (.1-.2)	Leaving the operator's position			
4	.9.14	Changing and charging storage batteries for electric trucks			
4	.10 (.1-.3)	Lift truck operator medical and physical requirements			
5	.1	Design and construction: low lift and high lift powered lift trucks			
5	.2	Rough terrain fork lift trucks			
5	.3	Operator restraint systems			
5	.4	Ergonomic design considerations			

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MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
6	.1	<b>Operator training requirements: general</b> <input type="checkbox"/> Theory <input type="checkbox"/> Hands-on <input type="checkbox"/> Knowledge verification <input type="checkbox"/> Practical evaluation			
6	.2	<b>Legislation</b> <input checked="" type="checkbox"/> Theory <input type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input type="checkbox"/> Practical evaluation			
6	.3	<b>Company policies and procedures</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Knowledge verification			
6	.4	<b>Operating manual</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.5	<b>Lift truck features and safety equipment</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.6	<b>Stability</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Knowledge verification			
6	.7	<b>Capacity plate and location</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Knowledge verification			
6	.8	<b>Preoperational inspection</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
6	.9	<b>Start-up</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.10	<b>Traveling with and without a load</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.11	<b>Pedestrians</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Knowledge verification			
6	.12	<b>Load handling</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.12.1	<b>Load selection, security, and integrity</b>			
6	.12.2	<b>Load pickup and placement</b>			
6	.12.3	<b>Stacking/destacking</b>			
6	.12.4	<b>Docks, trucks, and rail cars</b>			
6	.13	<b>Ramps and grades</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			

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# Put Wheels Under Your Lift Truck Safety Program

## Resource #3

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
6	.14	<b>Personnel lifting, lowering, and supporting</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.15	<b>Elevators</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.16	<b>Workplace specific hazards</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluatio			
6	.17	<b>Procedures for shutdown/leaving the operator's position</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.17.1	<b>Shutdown</b>			
6	.17.2	<b>Leaving the operator's position</b>			
6	.18	<b>Refueling/recharging</b> <input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Hands-on <input checked="" type="checkbox"/> Knowledge verification <input checked="" type="checkbox"/> Practical evaluation			
6	.18.1	<b>General</b>			

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
6	.18.2	Propane cylinder exchange			
6	.18.3	Refueling other hydrocarbons			
6	.19.4	Battery recharging/exchange			
6	.19	Practical skills training			
6	.20.1	Evaluations – general			
6	.20.2	Knowledge verification			
6	.20.3	Practical skills evaluation			
6	.21.1	Retraining			
6	.21.2	Mid-term evaluation			
6	.21.3	Upgrade training			
6	.22	Operator qualification			



## Put Wheels Under Your Lift Truck Safety Program

### Resource #3

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
7	.1	Qualifications of the lift truck trainer – general			
7	.2	Qualifications			
7	.3	Knowledge			
7	.4	Operating skills			
7	.5	Instructional skills and abilities			
8	.1	Maintenance and repair practices – general			
8	.2	Inspections			
8	.3 (.1-.7)	Precautions before starting inspections			
8	.4.1	Inspection and repair of forks in service on lift trucks – general			
8	.4.2	Inspection			
8	.4.3.1	Repair			

MANAGING AND OPERATING AN EFFECTIVE LIFT TRUCK PROGRAM as presented in the CSA Standard B335-04					
Section	Subsection	Description	Section Applicable		Action
			Yes	No	Comment
8	.4.3.2	Test loading			
8	.5 (.1-.11)	Additional maintenance and repair precautions			
9	.1	Competence of maintenance technicians – general			
9	.2	Qualifications to perform general maintenance			
9	.3	Qualifications to determine load handling capacity			

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Are you experiencing occupational health and safety issues? Are solutions hard to find? These Self-Assessment Forms will help you improve performance if you are committed to identifying and solving occupational health and safety issues.

The Self-Assessment Forms can be used by the employer, a foreman, employees or a health and safety committee. Successful implementation requires collaboration from everyone within the company.

### Where do Self-Assessment Forms come from?

The self-assessment forms were developed as a result of a study on occupational health and safety for small companies in the metal processing industry. IRSST (Institut de recherche en santé et en sécurité du travail du Québec) researchers have determined that companies with limited resources and time most need these simple tools for rapid intervention on real issues. In order to meet these needs, they teamed up with ASP (Association paritaire pour la santé et la sécurité du travail) Electric/Metal Division experts.

### Why use Self-Assessment Forms?

To reduce the occurrence of accidents, incidents, work-related illnesses, equipment breakdown, etc. all equating to elevated costs. The Manufacturing Sector includes many small industries and ranks first for relative risk in workplace injuries.

	Steel Sector	Electrical Industry Sector	Manufacturing Sector
Number of Employees	45,911	68,196	957,834
Number of workplace injuries*	5597	2193	51,929
Total Frequency	12.19	3.16	5.42

\* includes fatal, non fatal lost time injuries, no lost time injuries.

Figures in the table above are for the full year 2004.

Source: *Workplace Safety and Insurance Board, Ontario - Enterprise Information Warehouse.*

Self-Assessment Forms can be used in any workplace to increase prevention performance where employees are exposed to similar risks.

### How are Self-Assessment Forms used?

There are three ways to use Self-Assessment Forms.

#### I. THE "AUDIT" METHOD

1. **Systematically review** all preventative measures on the form
2. **Identify** all preventative measures not implemented by the company.
3. **Analyze the situation and select preventative measures** appropriate to the situation.
4. **Prioritize preventative measures** by the need for action (see information on priority codes).
5. **Designate a person responsible and set a schedule** for the implementation of selected preventative measures.
6. **Follow-up and validate** with the employees on the effectiveness of applied preventative measures.



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# SELF-ASSESSMENT FORM For Occupational Health And Safety

## II. SPECIFIC ISSUE RESPONSE

For example, a worker is complaining of back pain:

1. **Pinpoint** with the worker any risk factors corresponding to the situation.
2. **Choose the preventative measures** most appropriate to the situation.
3. **Prioritize preventative measures by the need for action** (see information on priority codes).
4. **Designate a person responsible and set a schedule** for the implementation of selected preventative measures.
5. **Follow-up and validate** with the employees on the effectiveness of applied preventative measures.

**Hazard** → **Ergonomic Hazards**  
 Most likely injuries: Musculo skeletal disorders, backaches, fractures, strains and sprains, etc.

**Risk Factor** → **Risk Factor: Handling Heavy Or Bulky Objects**

**Preventative Measures**

- ▶ Procedural Measures
- Orders/instructions

Preventative measures	Applicable <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	Notes	Desig.	Sched.	Prior.
▶ Supply equipment for carrying and lifting liquefied propane gas (LPG) cylinders.	<input type="checkbox"/>	<input type="checkbox"/>				
▶ Install a battery extractor.	<input type="checkbox"/>	<input type="checkbox"/>				
● Ask for help from a co-worker.	<input type="checkbox"/>	<input type="checkbox"/>				

**Follow-up**

Priority codes of measures to apply according to risk:  
**A.** Immediate stoppage and resolution  
**B.** Resolution as soon as possible  
**C.** Resolution according to normal company procedures

## III. FOR TRAINING PURPOSES

1. **Pinpoint** order/instructions (●) from all the preventative measures.
2. **Supply all the necessary means** to implement the order/instructions. For example: the order/instruction “Consult the Material Safety Data Sheet (MSDS)” necessitates access to the MSDS by all employees.
3. **Communicate orders/instructions** to the employees.
4. **Follow-up** with the employees.

### General Information or Self-Assessment Forms

- The term “musculo-skeletal disorder” refers to discomfort, pain and illness associated with excessive and repetitive use of one part of the body. The term includes tendonitis, bursitis and other afflictions of the same nature.
- A large proportion of preventative measures come from rules and standards identified on each form.
- Preventative measures on the forms give priority to the prevention of risks from the source and offer individual protection as a last resort.
- Preventative measures of a technical nature (tooling, equipment, mechanisms, etc.) are identified by the symbol ▶. Other preventative measures are order/instructions are identified by the symbol ●.
- Self-evaluation forms do not necessarily cover all risk factors and all possible preventative measures. An independent expert assessment may be required for more complex issues. Preventative measures on these forms are based on the present stage of knowledge.

### Continuous Safety Improvement

Taking charge of occupational health and safety requires sustained efforts. We therefore invite you to make regular use of these self-diagnosis forms in your company.

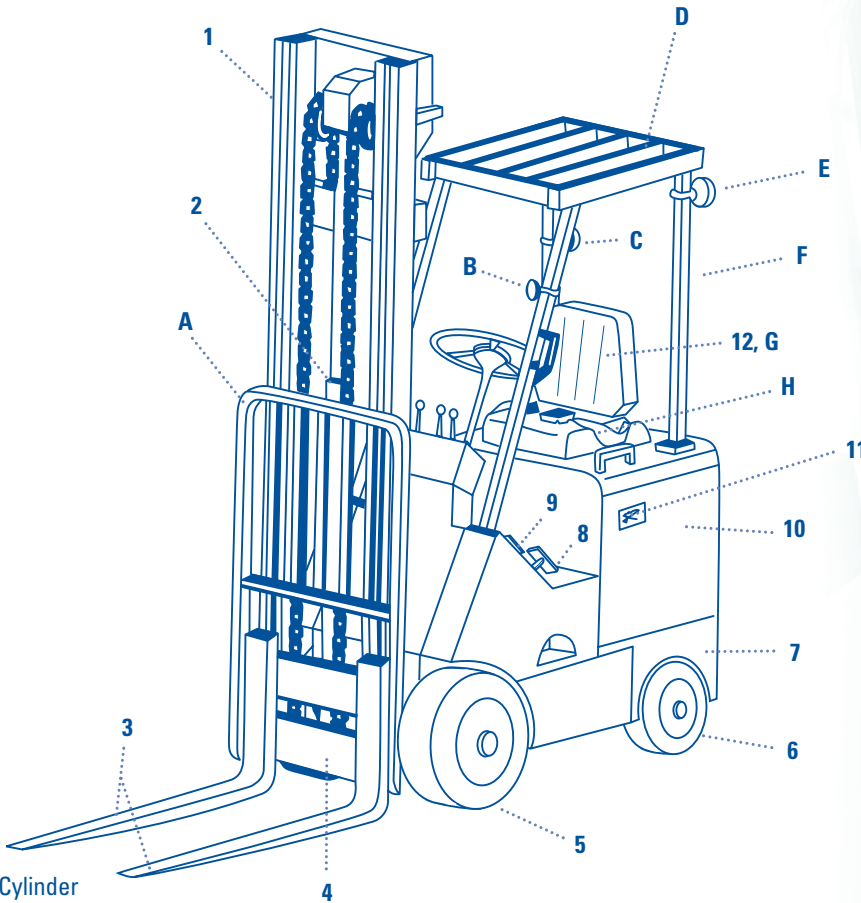
## Lift Truck

Equipment identification:

\_\_\_\_\_

Date :

\_\_\_\_\_

**Truck Parts**

- 1 Upright Mast
- 2 Hydraulic Lift Cylinder
- 3 Forks
- 4 Carriage
- 5 Drive Wheels
- 6 Steerable Wheels
- 7 Chassis
- 8 Parking Brake
- 9 Brake
- 10 Counterweight
- 11 Rating Plate For Maximum Lifting Capacity
- 12 Seat

**Safety Devices**

- A Load Restrainer
- B Horn
- C Backup Alarm
- D Overhead Guard
- E Flashing Light
- F Safety Frame
- G Suspension Seat
- H Restraining Device (Seat Belt)



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**SELF-ASSESSMENT FORM**  
For Occupational Health And Safety

## LEGEND

### Preventative Measures

- ▶ Procedural Measures
- Orders/instructions

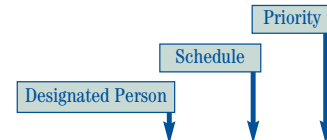
### Priority Codes for applying risk measures:

- A. Immediate stoppage and resolution
- B. Resolution as soon as possible
- C. Resolution according to normal company procedures

The suggested preventative measures are based in part from the Workplace Health And Safety Regulations (RSST), from An Act Respecting Occupational Health and Safety (Québec LSST, S-2.1), as well as CSA Standard B335.1-1977, ANSI B56.1-1975 and ASME B56.1-1993.

## Mechanical Hazards

**Most likely injuries: Crushing, fractures, contusions, backaches, sprains, cuts, and foreign bodies.**



Preventative measures	Applicable <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/> N/A	Notes	Desig.	Sched.	Prior.
<b>Risk Factor: Tipping Forward</b>						
▶ Ensure a rating plate stating the maximum lifting capacity is posted on the lift truck.	<input type="checkbox"/>					
● Ensure the total load is within the forklift's capacity.	<input type="checkbox"/>					
● Tilt the load backward to bring the forklift centre of gravity more to the back before travelling with a load	<input type="checkbox"/>					
● Keep the load low while travelling (forks from 10 to 15 cm (4 to 6in) off the floor).	<input type="checkbox"/>					
● Avoid sudden braking, which might move the centre of gravity to the front, especially when the load engaged approaches the rated maximum lift truck capacity.	<input type="checkbox"/>					
● When carrying a load, travel in reverse down an incline and travel forward up an incline.	<input type="checkbox"/>					
▶ Install a floor-mounted loading deck to gain access to trailers.	<input type="checkbox"/>					
<b>Risk Factor: Tipping Backward</b>						
▶ Ensure the lift truck is equipped with a safety frame.	<input type="checkbox"/>					
● Install chocks and use the truck or trailer's parking brakes to stop the trailer from traveling during loading and unloading.	<input type="checkbox"/>					
● Avoid driving near pit and dock edges.	<input type="checkbox"/>					
<b>Risk Factor: Tipping To The Side</b>						
● Operate at low speed when turning.	<input type="checkbox"/>					
● Drive at an appropriate speed, taking into consideration the driving surface, visibility and nearby workers.	<input type="checkbox"/>					
● Avoid approaching a grade at an angle.	<input type="checkbox"/>					
▶ Ensure the lift truck is equipped with restraining devices: lap belt, shoulder belt, bucket seat, guard, etc.	<input type="checkbox"/>					
● Keep a firm grip on the steering wheel in case the vehicle turns over; do not jump from the vehicle.	<input type="checkbox"/>					
● When not carrying a load, travel forward down an incline and travel in reverse up an incline.	<input type="checkbox"/>					
● Reduce driving speed when not loaded; an unloaded lift truck is less stable than when engaged with a load.	<input type="checkbox"/>					

# Mechanical Hazards (continued)

Most likely injuries: Crushing, fractures, contusions, backaches, sprains, cuts, and foreign bodies.

Preventative measures	Applicable <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	Notes	Desig.	Sched.	Prior.
<b>Risk Factor: Collision With A Pedestrian Or Other Moving Truck</b>						
Ensure truck visibility: ▶ install a flashing light.	<input type="checkbox"/>					
▶ Install a back-up warning device.	<input type="checkbox"/>					
● Use the horn at intersections.	<input type="checkbox"/>					
▶ Install mirrors at intersection.	<input type="checkbox"/>					
▶ Install clearly marked traffic signs for stops.	<input type="checkbox"/>					
● Inspect lift trucks daily; brakes, warning devices, leaks, tires, general condition.	<input type="checkbox"/>					
● Ban pedestrian traffic around lift truck loading and unloading truck trailers.	<input type="checkbox"/>					
<b>Risk Factor: Collision With A Fixed Object</b>						
▶ Ensure traffic areas are well lit, wide, well marked, free and clear of clutter.	<input type="checkbox"/>					
▶ Ensure height restriction traffic areas are clearly marked and clearly indicate the maximum headroom.	<input type="checkbox"/>					
<b>Risk Factor: Falling Objects</b>						
▶ Protect the operator by fitting an overhead guard to the safety frame.	<input type="checkbox"/>					
▶ Place guards on racks in order to protect workers in the area.	<input type="checkbox"/>					
<b>Risk Factor: Falling Personnel</b>						
▶ Supply an approved platform specifically designed for personnel lifting. The platform must be secure to the carriage and the worker must be secured to the platform with a harness.	<input type="checkbox"/>					
● Do not travel with personnel except if the truck is equipped with a second seat.	<input type="checkbox"/>					
<b>Risk Factor: Flying Particles And Materials</b>						
▶ Install protective screens in the lift truck traffic area where there is a danger of flying projectile materials.	<input type="checkbox"/>					
● Wear CSA approved safety glasses with lateral protection.	<input type="checkbox"/>					
<b>Risk Factor: Access To Moving Parts (Lift Mast, Engine)</b>						
● Stop engine before routine inspections.	<input type="checkbox"/>					
● Never place hands or arms near the lifting mast moving parts.	<input type="checkbox"/>					
<b>Risk Factor: Falling, Slipping While Mounting or Dismounting A Lift Truck</b>						
● Use the three-point support technique (one hand on the steering wheel, one on the truck frame and one foot on the foot hold). Never jump off a truck.	<input type="checkbox"/>					
▶ Apply non-slip material to the foothold.	<input type="checkbox"/>					
● Wear safety shoes with anti-slip soles.	<input type="checkbox"/>					







# Physical Hazards

Most likely injury: Hearing loss, successive glare, flash blindness, and heat stroke.

Preventative measures	Applicable <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	Notes	Desig.	Sched.	Prior.
<b>Risk Factor: Noisy Workplace Environment</b>						
▶ Identify the sources of noise and implement measures to reduce noise at the source, whenever possible.	<input type="checkbox"/>					
▶ Install a soundproof operator's cabin.	<input type="checkbox"/>					
● Wear earplugs or earmuffs.	<input type="checkbox"/>					
<b>Risk Factor: Exhaust Noise</b>						
▶ Install a muffler.	<input type="checkbox"/>					
<b>Risk Factor: Flash From Welding</b>						
▶ Install screens in lift truck traffic areas where there is risk of exposure to welding flashes.	<input type="checkbox"/>					
● Wear CSA approved safety glasses with lateral protection.	<input type="checkbox"/>					
<b>Risk Factor: Exposure To Extreme Temperatures Or Large Variations Of Temperature</b>						
▶ Install an enclosed cabin to allow climate control.	<input type="checkbox"/>					
▶ Install weather-damping devices around shipping and receiving doorways.	<input type="checkbox"/>					
▶ Supply warm clothes, winter insulated boots and gloves.	<input type="checkbox"/>					
▶ Install ventilators to force heated air inside trailers for the winter and cooled air for the summer.	<input type="checkbox"/>					

# Electrical Hazards

Most likely injuries: Electrocution.

Preventative measures	Applicable <input checked="" type="checkbox"/>	Not applicable <input type="checkbox"/>	Notes	Desig.	Sched.	Prior.
<b>Risk Factor: Contact With Parts Normally Or Accidentally Energized</b>						
● Apply battery-charging procedures.	<input type="checkbox"/>					
● Check battery supply cable insulation.	<input type="checkbox"/>					
● Wear insulating gloves.	<input type="checkbox"/>					
● Use insulated tools.	<input type="checkbox"/>					

Completed By:

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# Forklift Safety Training for Compliance and Meeting the Standards

by Chuck A. Leon

There is more to forklift safety than meets the eye. Training is a critical component of a lift truck safety program, as are considerations regarding competency, knowledge and compliance.

While the Occupational Health & Safety Act places a general duty on employers to “take every precaution reasonable in the circumstances for the protection of a worker,” it outlines specific responsibilities for equipment maintenance, training and supervision.

The Act goes even further to clearly define competency as it relates to a lift truck operator as a person:

- (a) qualified because of knowledge, training and experience to organize the work and its performance;
- (b) familiar with this Act and the regulations that apply to the work; and
- (c) knowledgeable of any potential or actual danger to health or safety in the workplace.

The Canadian Standard Association’s (CSA) B335-04 standard and the Ministry of Labour’s (MoL) “Guideline for the Safe Operation and Maintenance of Powered Lift Trucks,” although not legal requirements, cannot be overlooked when considering competency. Add to that, numerous changes to facilitate a more efficient process, and it’s easy to see why training is a good way to keep current, knowledgeable, maintain competency and operate safely.

A good ‘Lift Truck Safety Program’, which incorporates training, is your best solution, and covers the following area:

## **Safety**

- ▶ Including Hazard Identification, Training, Supervision, Operating Procedures, Maintenance and Repair Procedures, Facility Design and Lift Truck Selection Criteria.

## **Competency**

- ▶ Maintenance Technicians and Operators.

## **Maintenance**

- ▶ Including General Safety Inspection and Maintenance, Load Handling Capacity and Inspection Frequency.

### Training for success

Both supervisors, the people who will provide direction and ensure proper safety protocols, and operators require training. The law defines a competent supervisor as a person, who, through training and experience, knows the hazards associated with the type of lift truck being used, the loads being handled and the environment in which the truck will be operated. A competent supervisor must also be able to identify unsafe acts and conditions and implement corrective measures.

Following the completion of training, supervisors should be required to pass a written and/or an oral test in several key areas, in order to be deemed successful. Practical testing works best for operators, since it allows them to demonstrate their skills and understanding of the safe operation of a lift truck, and should cover areas specific to the safe operation of the vehicle.

There's a lot to consider in implementing a successful lift truck safety program and the training involved. Considering the statistics, it's well worth the effort from a business point of view, as well as a personal and social one. It's your move.

You have the MoL Guidelines, the CSA Standard, and the Ontario Fire Code Section 3.4 on Industrial Trucks, plus you can contact your local IAPA consultant for advice on how to better implement a Lift Truck Safety Program.

- 30 -

### Biography

Chuck A. Leon is an IAPA Training Specialist in the Educational Services Department with IAPA, Canada's leading health and safety solutions provider, for close to 8 years. He provides strategic advice, guidance and helps area companies develop and implement effective health and safety programs with a background in Material Handling Solutions. He can be reached at [cleon@iapa.on.ca](mailto:cleon@iapa.on.ca).

**Sample Daily Inspection Sheet: Lift Truck**

Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_  
 Truck Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_  
 Hour Meter: \_\_\_\_\_ Make/Model: \_\_\_\_\_

Item		Status		
		N/A	Safe	Repair Req'd
<b>Operational Check</b>				
Brakes	Pedal should not go all the way to the floor when you apply the service brake. Brakes should work in reverse as well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gauges	Fuel, temperature, oil pressure, water temperature, ammeter, hour meter, battery discharge indicator, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights (Front/Tail/Brake)	If equipped with lights, are they working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Load Handling Attachments	Look for hesitation when hoisting/lowering the forks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mast Assembly	Look for broken or cracked weld points, worn or missing stops.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operator Restraints	Safety seat and seat belts must be working properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking Brakes	The truck should not be capable of movement when the parking brake is engaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steering	Look for excessive free play. If power steering, is the pump working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning Devices (Horn)	Does the horn work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Visual Check</b>				
Battery Connections/ Cables	Check that cell caps and terminal covers in place. Look for missing insulation on cables, cracks or holes, securely sealed cells, tight connections, clogged vent caps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Lever(s)	Do the levers operate properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If there are any malfunctions, the lift truck must be removed from service immediately and reported to maintenance.**

## Put Wheels Under Your Lift Truck Safety Program

### Resource #7

Item		Status		
		N/A	Safe	Repair Req'd
Forks and Lock Pins	Are they cracked or bent, worn, or mismatched? Is there excessive oil or water on the forks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Hoses and Lines	Look for cracks, kinks, or damage in the lines/hoses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gripper Jaws	Jaws should open/close quickly and smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift Chains and Mast	Look for damage or kinks, signs of rust, or any sign that lubrication is required. Is there squeaking?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overhead Guard	Look for broken welds, missing bolts, or damaged areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Propane Odour	If the presence of propane gas odour is detected, turn off tank valve immediately and report problem.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Propane Tank/Hose	Tank guard bracket must be properly positioned and locked down? Hose should not be frayed, pinched, kinked, or bound in any way. Connector must be threaded on squarely and tightly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Interlock	If the gate is open, does the vehicle run?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires/Wheels	Check tires for excessive wear, splitting, or missing tire material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Platform	Platform should raise/lower smoothly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fluid Levels</b>				
Hydraulic Fluid/Cylinders	Check fluid level. Look for leakage or damage on the lift or tilt cylinders on the mast or attachments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine Coolant	Visually check the level. <b>NOTE:</b> Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect your hand.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transmission Fluid	Check fluid level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine Oil Level	Check engine oil level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If there are any malfunctions, the lift truck must be removed from service immediately and reported to maintenance.**

**Details**

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**If there are any malfunctions, the lift truck must be removed from service immediately and reported to maintenance.**





## List of Relevant IAPA Information, Products, and Services

### Material Handling

- ▶ Consulting Services
- ▶ Conveyor Safeguarding
- ▶ Crane, Hoist and Rigging and Safety
- ▶ Inspecting and Maintaining Steel Storage Racks
- ▶ Manual Materials Handling Workshop
- ▶ Safety in Industrial Crane Operations
- ▶ Free Downloads
  - Machinery/Equipment Inventory Form
  - WHMIS Inventory Form
  - WHMIS Training Requirements
  - Are your Lifting Devices in Good Condition?
  - Lockout
  - Air-Powered Hand Tools
  - Machine Safety
  - Discomfort Survey
  - Ergonomic Hazards Checklist
  - Tool Selection Checklist
  - Ergonomic Risk Assessment
  - Forcing the Issue: What's so Hazardous about Overexertion?
  - Lighting at Work
  - Manual Materials Handling
  - Portable Electric Tools
  - Preventing MSDs In the Office – Frequently Asked Questions
  - Safe Lifting and Carrying

### Ergonomics

- ▶ Controlling Ergonomic into Workplace Inspections
- ▶ Physical Demands Analysis
- ▶ Practical Office Ergonomics Workshop
- ▶ The Psychosocial Side of Musculoskeletal Disorders
- ▶ Safety Talks/Lunch and Learn Sessions

### Lift Trucks

- ▶ Lift Truck Operators' Evaluation On-Site
- ▶ Lift Truck Operators' Safety Training
- ▶ SAFE - Lift Counterbalance Rider Video Training Program
- ▶ SAFE - Lift (DVD)

### Machines Tools and Equipment

- ▶ Controlling Hazardous Energy: Get a Lock on Safety
- ▶ Conveyor Safeguarding
- ▶ Crane, Hoist and Rigging and Safety
- ▶ CSA/IAPA Machine Safety Conference
- ▶ Guard Opening Scale
- ▶ Inspecting and Maintaining Steel Storage Racks
- ▶ Lock Out/Tag Out Video/ DVD-Based Training
- ▶ Machine Guarding Consulting Services
- ▶ Pre-Start Health and Safety Reviews
- ▶ PSR PLUS: A Pre-Start Health and Safety
- ▶ Safeguarding Consulting, Assessments, and Training
- ▶ Safeguarding of Machinery
- ▶ Safety in Industrial Crane Operations

### WHMIS

- ▶ User's Guide to Material Safety Data Sheets
- ▶ WHMIS for Workers Video/ DVD-Based Training
- ▶ WHMIS Training Requirements: A Checklist for Action
- ▶ WHMIS Train-the-Trainer
- ▶ WHMIS: Workplace Hazardous Materials Information System





