



- Safety Qualified
- Forklift Training Driving Manual

- This OJT to be completed during Safety Qualification process with designated Forklift Trainer –
- Leave Manual with new driver for reference and continued learning.



# Emergency & Environmental

*Self-Trigger on State to prevent critical errors*

## First Aid/Emergency Response

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Identify location of the following:               <ul style="list-style-type: none"> <li><input type="checkbox"/> First Aid kits</li> <li><input type="checkbox"/> Bloodborne Pathogen kit</li> <li><input type="checkbox"/> Eye wash stations</li> <li><input type="checkbox"/> Fire extinguishers, Fire Alarms, Plant Evacuation Alarm</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Locate assembly areas:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Shipping Assembly Area 1</li> <li><input type="checkbox"/> Finish Assembly Area 2</li> <li><input type="checkbox"/> Mill B Assembly Area 3</li> <li><input type="checkbox"/> Mill B Assembly Area 4</li> <li><input type="checkbox"/> Mill B Secondary Assembly Area 5</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Identify appropriate emergency response for your area:               <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>First Aid:</b> <ul style="list-style-type: none"> <li>- Call a First Responder – know First Responders for your area and shift.</li> </ul> </li> <li><input type="checkbox"/> <b>For the Following Emergencies, see Emergency Response Procedures (next page):</b> <ul style="list-style-type: none"> <li>○ <i>Imminent danger</i> to you or others</li> <li>○ <i>Help Needed Whistle</i></li> <li>○ <i>Fire Alarm</i> — Evacuation</li> <li>○ <i>Plant Evacuation Alarm</i> — Evacuation</li> </ul> </li> <li><input type="checkbox"/> <i>Call 911</i> as appropriate in any emergency.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



Emergency Response Procedures (cont.)

	DEMO	CHECK
<input type="checkbox"/> In an emergency, there are specific procedures for Forklift Drivers, Mobile Equipment Operators, and the Weigh Scales.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Sawmill Outfeed</b> and <b>Finish Infeed</b> (GIP) drivers will both go to the front gate. <ul style="list-style-type: none"> <li>Go to Company Radio Channel 2, until told to go to Channel 1 for Roll Call</li> <li>In the event of a power outage, go to Channel 3.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> After being informed where the emergency is located, the forklift from that area will lead emergency vehicles onto the plant site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The second forklift will: <ul style="list-style-type: none"> <li>Bring traffic off Hwy 99 and stage them away from the entrance – to allow emergency vehicles unobstructed entry and exit.</li> <li>Once the “all clear” is given you will direct traffic to its intended location.</li> <li>If necessary, call 541-957-2503 and request that the tracks be cleared due to an emergency.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>2O</b> will complete the above duties during the Window between shifts. Whoever is on or near 2O rolling stock, they will make their way to the gate to perform the traffic duties.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Shipping</b> drivers gather all truck drivers in the Shipping area and report to Shipping Assembly Area 1.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Finish Outfeed</b> drivers report to Finish Assembly Area 2.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The <b>Log Yard Operator</b> will proceed to the back gate to stop all incoming traffic until the “all clear” is given and, if necessary, to escort emergency vehicles onto the plant site.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> The <b>Weigh Scales</b> will stop all traffic in their area from entering beyond this point until the “all clear” is given.	<input type="checkbox"/>	<input type="checkbox"/>



**Environmental**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• <b>FYI</b> Did you know that 70 gallons of oil are pumped per minute through the forklift?  <b>DO NOT</b> drive to the Rolling Stock Shop when you discover a leak – call the Rolling Stock Shop and they will come to you.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Identify spill response: <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure personal safety and the safety of those around you.</li> <li><input type="checkbox"/> Contain and stop the spill, if possible.</li> <li><input type="checkbox"/> Call for help (your Team Leader and/or 2O).</li> <li><input type="checkbox"/> Notify your Team Leader if you have not already done so.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Locate SDS for materials you may be exposed to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Access through 3E system electronically.</li> <li><input type="checkbox"/> Hard copy available from Environmental Manager.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Locate the satellite station for aerosol cans.	<input type="checkbox"/>	<input type="checkbox"/>

**PPE**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Identify personal protective equipment <u>required</u>:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Hard hat (unless you are inside an enclosed cab)</li> <li><input type="checkbox"/> Safety boots</li> <li><input type="checkbox"/> Hearing protection (unless cab doors and windows are closed)</li> <li><input type="checkbox"/> Safety glasses (unless cab doors and windows are closed)</li> <li><input type="checkbox"/> Rings taped or removed</li> <li><input type="checkbox"/> Gloves – appropriate for the task</li> <li><input type="checkbox"/> Company provided high visibility clothing:               <ul style="list-style-type: none"> <li>- If you get out of your forklift in a traffic area, you must wear company provided high visibility clothing.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**Forklift Care**

	DEMO	CHECK
<input type="checkbox"/> Clean work area <ul style="list-style-type: none"> <li><input type="checkbox"/> Keep cab clean               <ul style="list-style-type: none"> <li>o Take out the trash at end of each shift</li> <li>o Keep paperwork neat and orderly</li> <li>o Clean heater/cooler vents</li> </ul> </li> <li><input type="checkbox"/> Wash forklift by driving through truck wash after fueling</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



# Safety Procedures -

*Self-Trigger on State to prevent critical errors*

## Safe Start

*These four states...*

- Rushing:** Be intentional and purposeful. Plan ahead. Ask for help if needed. Taking shortcuts is a sure sign of rushing.
- Frustration:** Emotional response that occurs in situations where you struggle to obtain a desired result. Don't let it spiral into anger, irritability, stress or resentment. Talk it out. Get help from another crewmember.
- Fatigue:** Drink water, eat an apple, walk on your break, and get more rest between shifts. Lack of sleep increases the risk of accidents. If you must have caffeine, try not to make it a habit or it loses its effectiveness.
- Complacency:** Caused by becoming comfortable with the way things are and not striving to make things better. When we focus internally on ourselves rather than externally on the situation around us, we lose awareness of our surroundings and circumstances and become complacent.

*...can cause or contribute to these critical errors...*

- Eyes not on Task**
- Mind not on Task**
- Line-of-Fire**
- Balance/Traction/Grip**

*...which increase the risk of injury.*

DEMO	CHECK
<input type="checkbox"/>	<input type="checkbox"/>

## What state are you in? Rate Your State

<input type="checkbox"/>	<input type="checkbox"/>
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## RADAR+

- Use RADAR+ for any upset condition:
  - Complete RADAR+ form and turn in to your Team Leader.
  - Identify potential hazards.

DEMO	CHECK
<input type="checkbox"/>	<input type="checkbox"/>

## 10 Steps

- Use 10 Steps for any upset condition:
  - Complete the 10 Steps form and turn in to your Team Leader.
  - Identify potential hazards.

DEMO	CHECK
<input type="checkbox"/>	<input type="checkbox"/>



**Identify Hazards and Safe Work Procedures**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Safe Ergonomic Practices               <ul style="list-style-type: none"> <li>○ <i>Dr Greg appointments can be used for on or off the job advice. Let your Team Leader know you would like an appointment.</i></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Watch for low overhead clearance areas:               <ul style="list-style-type: none"> <li>○ Changes can occur when new equipment is installed or repaired.</li> <li>○ Don't assume an area always has adequate clearance.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Report all <b>Near Misses</b> to your Team Leader or PFC – Complete a SEEDS</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Report all <b>Hazards</b> to your Team Leader or PFC – Complete a SEEDS</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**Communication**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Identify appropriate channels to use on the company radio and CB radio:               <ol style="list-style-type: none"> <li>1. Finish (infeed CB Channel 2)</li> <li>2. Maintenance</li> <li>3. Log yard</li> <li>4. Sawmill (outfeed CB Channel 2)</li> <li>5. Scanning</li> <li>6. Carline</li> <li>7. Shipping</li> </ol> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Explain the importance of communication:               <ul style="list-style-type: none"> <li><input type="checkbox"/> During an emergency.</li> <li><input type="checkbox"/> To facilitate production changes.</li> <li><input type="checkbox"/> To know what is happening on your shift.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• When notified by others that they will be in your area <b>you must acknowledge their communication.</b> (example: 2O / maintenance forklift, persons entering the yard either on foot or in a vehicle)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**Entering and Exiting Building**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• The change in light can make it difficult to see               <ul style="list-style-type: none"> <li>○ <i>Go slowly and watch for pedestrians or other vehicles.</i></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



**Common Hazards**

	DEMO	CHECK
<p><b>Right-of-way</b> is a shared responsibility between vehicle drivers and pedestrians. Care and attention must be taken at all times to ensure safe movement of both people and vehicles on site; watch for pedestrians near exits and around buildings.</p> <ul style="list-style-type: none"> <li>• Pedestrians at a cross walk: <ul style="list-style-type: none"> <li>○ Stop before reaching cross walk.</li> <li>○ Make eye contact with pedestrian.</li> <li>○ Wave the pedestrian across. <ul style="list-style-type: none"> <li>▪ Be aware that glare may prevent pedestrian from seeing you inside the cab. You can also signal by lowering your forks to the ground.</li> </ul> </li> <li>○ Do not resume until pedestrian is completely across cross walk.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Vehicle Right-of-way</b></p> <ul style="list-style-type: none"> <li>• These vehicles have the Right-of-Way: <ul style="list-style-type: none"> <li>○ <b>Emergency Vehicles</b></li> <li>○ <b>Loaded forklifts</b></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Always travel to the right of oncoming vehicles</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**Rolling Stock 10' Rule**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Put your forklift in a <b>Safe State</b> before allowing pedestrians to approach your forklift: <ul style="list-style-type: none"> <li>○ Stop your forklift.</li> <li>○ Lower your forks to the ground.</li> <li>○ Put forklift into neutral and engage the parking brake.</li> <li>○ Establish eye contact with pedestrian.</li> <li>○ Wave them to approach</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Use caution and drive slowly</b> through alley to Rolling Stock Shop – between Barcode Shed and Finish Stacker area. <ul style="list-style-type: none"> <li>○ This is a congested area and Handys are often out of their lift and working on the ground.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



**Procedure for a Spilled Load**

DEMO	CHECK
<input type="checkbox"/>	<input type="checkbox"/>

- **Identify procedure to follow when you spill a unit of lumber:**
  - Assess situation — use RADAR+
  - Develop a safe plan. 10 Steps
  - Inform other drivers of hazard in area.
  - Wear proper PPE if you need to exit forklift.
  - Get assistance to restack unit if necessary:
    - Follow safe lifting procedures.
  - Watch for pinch points.
  - Complete a SEEDS report.
  - Rate your state at time of incident:
    - Rushing
    - Complacent
    - Fatigue
    - Frustration
  - What can I learn from this?
  - What habit can I develop to prevent this in the future?

**Procedure for Forklift Flat Tire**

DEMO	CHECK
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- Move your forklift the shortest distance possible to be out of the way of production.
- Call the Rolling Stock Shop – if after hours tell your Team Leader or PFC.
  - Drive a different forklift or have a mechanic called in if there isn't a back-up available.
- Do Not Continue to Drive** with a flat tire – With one flat, the mechanics can move the forklift to the Shop to change it. With two flats, the forklift must not be driven, and the tire must be changed in place.
  - It is much safer to change the tire in the Shop.





**Yard Maintenance — Pothole Procedure**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• <b>Watch for and report potholes to your Team Leader.</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• When a pothole is identified: <ul style="list-style-type: none"> <li><input type="checkbox"/> Communicate with all drivers on shift the location of hazard.</li> <li><input type="checkbox"/> Communicate with next shift of drivers.</li> <li><input type="checkbox"/> Complete a RADAR+ form.</li> <li><input type="checkbox"/> Notify your team leader</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Mark the pothole with spray paint and set out cones with yellow caution tape surrounding the pothole: <ul style="list-style-type: none"> <li><input type="checkbox"/> The Team Leader will notify the Log Yard Team Leader and the Utility Crew (2-O) the location of the pothole.</li> <li><input type="checkbox"/> The Outside Clean-up crew will apply cold patch to fill the pothole.</li> <li><input type="checkbox"/> The Team Leader will monitor the hole and remove cones and yellow caution tape when cold patch has set.</li> <li><input type="checkbox"/> Metal plates may also be used to temporarily cover the potholes until they can be repaired. Larger holes are difficult to cold patch.</li> </ul> </li> </ul> <p>The Paving Team will be responsible for managing the yards for potholes and ensuring that all necessary repairs are made immediately.</p>	<input type="checkbox"/>	<input type="checkbox"/>



# Rolling Stock LOTOT Procedures

*Self-Trigger on State to prevent critical errors*

## Responding to Mechanical Problems

	DEMO	CHECK
<b>Watch for warning lights and codes on the dashboard and flashing lights on the steering column. If they are lit, or codes are shown in the display, contact the RSS.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Respond to a mechanical failure that involves leaking fluid, such as hydraulic oil, engine oil, coolant, etc.:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Only move the vehicle if it creates a hazardous condition or is directly impeding traffic flow.</li> <li><input type="checkbox"/> If moving the vehicle is required, only move it as far as is necessary to eliminate the hazard.</li> <li><input type="checkbox"/> Be sure to initiate spill cleanup as soon as possible and notify appropriate personnel.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Respond to a mechanical failure or problem to a rolling stock machine during shop working hours by contacting (2R) Rolling Stock Shop:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Let them know you are coming to the shop and find out where they want you to park.                   <ul style="list-style-type: none"> <li>○ Do not drive it in the shop if you see open doors and an empty stall, unless you are instructed to do so.</li> <li>○ You are not expected, therefore there may be tools or people in your path.</li> <li>○ Mechanics may have all the tools and materials for some other machine lined up and ready to be worked on.</li> <li>○ A mechanic could be walking across the bay and you could easily hit them with your machine.</li> </ul> </li> <li><input type="checkbox"/> <b>If you have not contacted the shop, park your machine on the side of the shop and go talk to one of the mechanics.</b></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



Rolling Stock LOTO Procedures (cont.)

	DEMO	CHECK
<ul style="list-style-type: none"> <li><input type="checkbox"/> Ask mechanic to help move the machine to the shop, if necessary.</li> <li><input type="checkbox"/> If in an unsafe situation or hindering production, have another machine assist in moving the machine out of the traffic area:  <ul style="list-style-type: none"> <li><b>-Caution: Most rolling stock equipment requires hydraulic or air pressure to release the brakes</b></li> </ul> </li> <li><input type="checkbox"/> Inform the Rolling Stock Mechanic of the problem.</li> <li><input type="checkbox"/> When leaving the equipment parked outside the shop, install the equipment “Out of Service Tag”:  <ul style="list-style-type: none"> <li>- Any untagged machine shall be considered in service.</li> <li>- Before driving a lift that has been serviced, do a full Pre-Shift Inspection</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Machine problem during NON shop hours including mechanical failure or other problems: <ul style="list-style-type: none"> <li><input type="checkbox"/> Park the machine at the Rolling Stock Shop and install an “Out of Service” tag in the window over the steering wheel:  <ul style="list-style-type: none"> <li>- Only rolling stock mechanic can remove the tag.</li> </ul> </li> <li><input type="checkbox"/> Fill out a Rolling Stock Repair Request Form:  <ul style="list-style-type: none"> <li>- Found in the Rolling Stock Repair Request Shack</li> </ul> </li> <li><input type="checkbox"/> Place the white copy in the service slot at the truck shop:  <ul style="list-style-type: none"> <li>- The yellow form will stay in the book as a record.</li> </ul> </li> <li><input type="checkbox"/> Have Team Leader call in a mechanic, if necessary.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Pick up rolling stock machine from the truck shop after being repaired: <ul style="list-style-type: none"> <li><input type="checkbox"/> Move the machine to a level area and complete a pre-shift inspection before operating equipment:  <ul style="list-style-type: none"> <li>- Do not just climb into the rolling stock machine and drive it away.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



## Rolling Stock LOTO Procedures

When there is a mechanical failure that involves leaking fluid, such as hydraulic oil, engine oil, coolant, or a flat tire at any time:

- You should only move the vehicle if it creates a hazardous condition or is directly impeding traffic flow. If moving the vehicle is required, only move it as far as is necessary to eliminate the hazard. Be sure to initiate spill cleanup as soon as possible and notify appropriate personnel.

When a mechanical failure or problem occurs to a rolling stock machine during shop working hours:

- Take the equipment when possible to the Rolling Stock shop (RSS) to be repaired. Inform the Rolling Stock Mechanic of the problem. When leaving the equipment parked outside the shop, apply the equipment "Out of Service Tag" onto the steering wheel. Apply red "Warning Out of Service" magnetic sign to equipment in an obvious location. **Any untagged machine shall be considered in service.**
- If the equipment does not have a steering wheel, place the "Out of Service Tag" onto the equipment over the ignition key or on a location easily visible near a control used to energize the equipment. Apply red "Warning Out of Service" magnetic sign to equipment in an obvious location.

When a mechanical failure or problem occurs to a rolling stock machine during **non-shop** working hours:

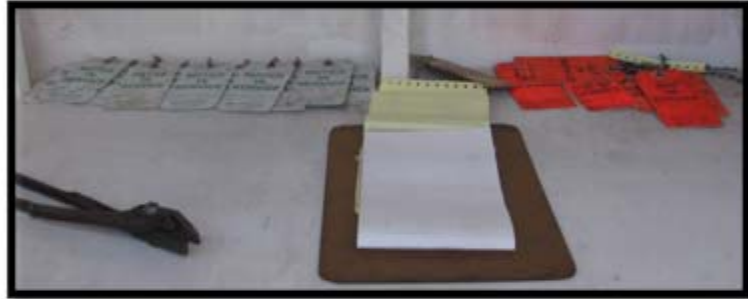
- Park the machine when possible at the Rolling Stock Shop and place an "Out of Service" tag onto the steering wheel; Apply red "Warning Out of Service" magnetic sign to equipment in an obvious location. Only a rolling stock mechanic can remove the tags. Fill out a Rolling Stock Repair Request Form found in the Rolling Stock Repair Request Shack. Place the white copy in the service slot at the Rolling Stock Shop; the yellow form will stay in the book as a record.
- If the equipment does not have a steering wheel, place the "Out of Service Tag" onto the equipment over the ignition key or on a location easily visible near a control used to energize the equipment. Apply red "Warning Out of Service" magnetic sign to equipment in an obvious location.

Any rolling stock machine that breaks down (not drivable) on the operations floor or in the yard during or after the truck shop hours:

- Contact the rolling stock truck mechanic to help move the machine, if possible.
- If you can leave it for a Rolling Stock Shop mechanic, please do so.
- If in an unsafe situation or hindering production have another machine assist in moving the machine out of the traffic area. **Caution most rolling stock equipment requires hydraulic or air pressure to release the brakes.** When the shop is closed use the on-call list to contact a mechanic. Place "Out of Service" tag on the steering wheel. Apply red "Warning Out of Service" magnetic sign to equipment in an obvious location. Only a Rolling Stock Shop mechanic can remove the tag. Fill out a Rolling Stock Repair Request Form.
- If the equipment does not have a steering wheel, place the "Out of Service Tag" onto the equipment over the ignition key or on a location easily visible near a control used to energize the equipment. Apply red "Warning Out of Service" magnetic sign to equipment in an obvious location.

Picking up rolling stock machine from the Rolling Stock Shop after being repaired:

- Move the machine to a level area and complete a pre-shift inspection before operating equipment. Do not just climb into the rolling stock machine and drive it away.





# DEF

## *Self-Trigger on State to prevent critical errors*

### General Forklift Info


	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Types of Forklifts on our Plant Site:               <ul style="list-style-type: none"> <li>○ Counter-balanced</li> <li>○ Diesel or Propane (LPG) fueled</li> <li>○ Diesel with <b>DEF</b> (Diesel Exhaust Fluid)</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Diesel Exhaust Fluid (DEF)</b> is a solution made with 32.5% <a href="#">urea</a> [(NH<sub>2</sub>)<sub>2</sub>CO] and 67.5% <a href="#">water</a>. It is used in <a href="#">selective catalytic reduction (SCR)</a> in order to lower <a href="#">NO<sub>x</sub></a> (nitrite oxides, considered harmful air pollutants) concentration in the <a href="#">diesel exhaust</a> emissions. Within the SCR <a href="#">catalyst</a>, the NO<sub>x</sub> are reduced by the ammonia which are both harmless; and these are then released through the exhaust. The carbon oxide in the urea (CO) after chemical reaction in SCR is exhausted as carbon dioxide (CO<sub>2</sub>).</p>		
<ul style="list-style-type: none"> <li>• Diesel with <b>DEF</b> forklifts               <ul style="list-style-type: none"> <li>○ Fuel with diesel as normal (black cap)</li> <li>○ <b>DEF</b> is stored in room across from Rolling Stock Shop</li> <li>○ <b>DEF</b> cap is blue -- REMINDER to Self-Trigger on Eyes and Mind on Task</li> <li>○ <b>DEF</b> forklifts                   <ul style="list-style-type: none"> <li>▪ shut off forklift</li> <li>▪ wait minimum of 2 minutes before shutting off forklift battery so that DEF system can finish its processes</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Should you put DEF into the diesel tank               <ul style="list-style-type: none"> <li>○ <b>DO NOT START the forklift</b></li> <li>○ CALL Rolling Stock Shop</li> <li>○ This could turn into a \$10,000 fix if you do drive the forklift</li> </ul> </li> </ul>		





# DEF Information & SOP Diesel Forklift w/DEF

*Self-Trigger on State to prevent critical errors*

## General Forklift Info

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Types of Forklifts on our Plant Site:               <ul style="list-style-type: none"> <li>○ Counter-balanced</li> <li>○ Diesel or Propane (LPG) fueled</li> <li>○ Diesel with <b>DEF</b> (Diesel Exhaust Fluid)</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Diesel Exhaust Fluid (DEF)</b> is a solution made with 32.5% <a href="#">urea</a> [(NH<sub>2</sub>)<sub>2</sub>CO] and 67.5% <a href="#">water</a>. It is used in <a href="#">selective catalytic reduction (SCR)</a> in order to lower <a href="#">NO<sub>x</sub></a> (nitrite oxides, considered harmful air pollutants) concentration in the <a href="#">diesel exhaust</a> emissions. Within the SCR <a href="#">catalyst</a>, the NO<sub>x</sub> are reduced by the ammonia which are both harmless; and these are then released through the exhaust. The carbon oxide in the urea (CO) after chemical reaction in SCR is exhausted as carbon dioxide (CO<sub>2</sub>).</p>		
<ul style="list-style-type: none"> <li>• Diesel with <b>DEF</b> forklifts               <ul style="list-style-type: none"> <li>○ Fuel with diesel as normal (black cap)</li> <li>○ <b>DEF</b> is stored in room across from Rolling Stock Shop</li> <li>○ <b>DEF</b> cap is blue -- REMINDER to Self-Trigger on Eyes and Mind on Task</li> <li>○ <b>DEF</b> forklifts                   <ul style="list-style-type: none"> <li>▪ shut off forklift</li> <li>▪ wait minimum of 2 minutes before shutting off forklift battery so that DEF system can finish its processes</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Should you put DEF into the diesel tank               <ul style="list-style-type: none"> <li>○ DO NOT DRIVE forklift</li> <li>○ CALL Rolling Stock Shop</li> <li>○ This could turn into a \$10,000 fix if you do drive the forklift</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>•  Symbol for <b>DEF</b></li> </ul>		



•		
<b>DEF continued:</b>	DEMO	CHECK
• Check DEF gauge (also has a sight tube) and refill at 14 or less b going to the DEF station located in building across from the Rolling Stock Shop	<input type="checkbox"/>	<input type="checkbox"/>
• Standard PPE is required. Neoprene gloves are available at the DEF Station		
• Sight glass is difficult to use. Please use gauge.	<input type="checkbox"/>	<input type="checkbox"/>
 		
• Forklift with DEF systems must be allowed 100 seconds or 2 minutes after shutting off the forklift before you turn off the battery disconnect.		
• Any sooner and the DEF system will not finish its processes and may not restart after power is turned back on.		

Diesel Fuel Cap

DEF Cap Blue and locks







<b>DEF continued:</b>	DEMO	CHECK
<ul style="list-style-type: none"><li>If you do put the DEF or Diesel incorrectly into forklift DO NOT DRIVE – call Rolling Stock immediately to prevent engine failure. This is potentially a \$10,00 repair if you start the engine</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

I have read and understand the DEF requirements.

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

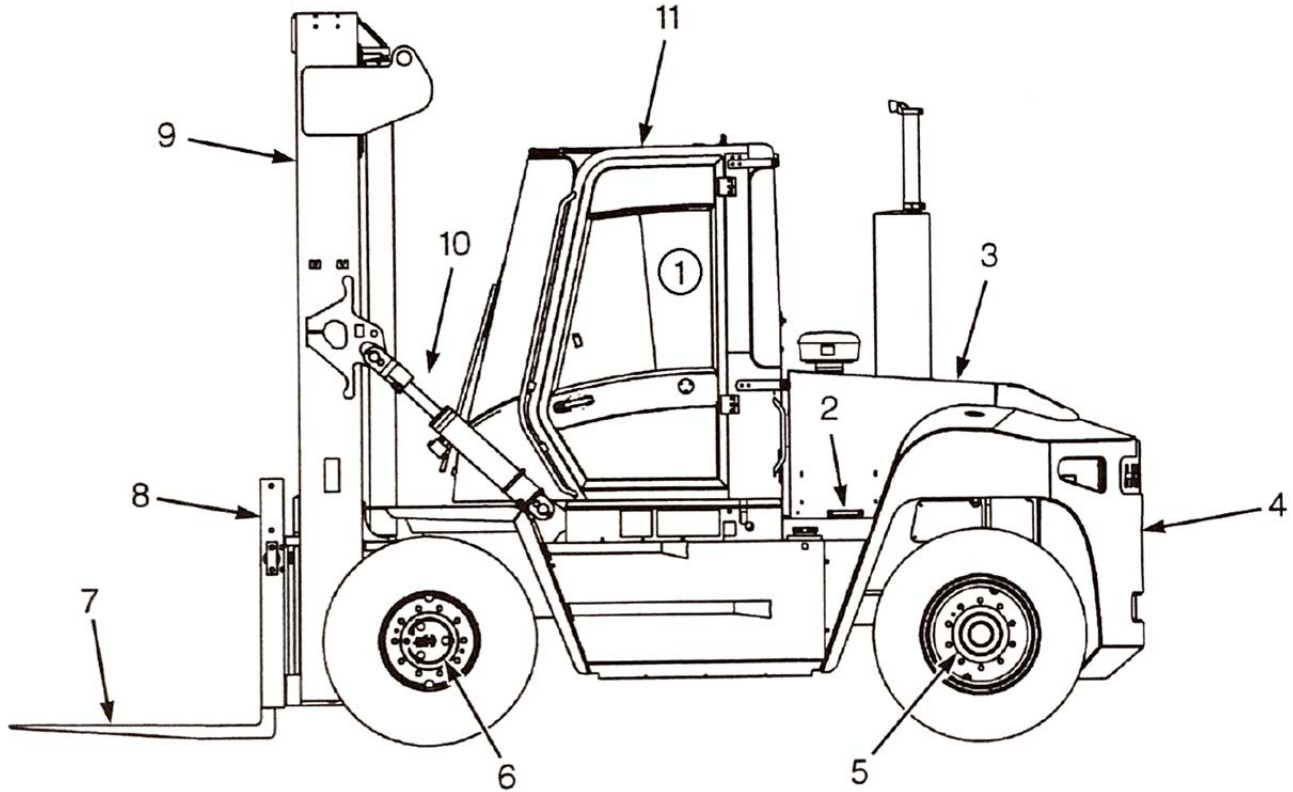


**Main Components – Forklift Components May Vary**

	DEMO	CHECK
<ul style="list-style-type: none"><li>• Identify basic components and their functions:<ul style="list-style-type: none"><li>❑ Mast<ul style="list-style-type: none"><li>○ Supports carriage and forks.</li><li>○ Production lifts are double stage with zero free lift.</li></ul></li><li>❑ Carriage<ul style="list-style-type: none"><li>○ <b>Raises by hydraulic pistons.</b></li><li>○ Lowers by gravity.</li></ul></li><li>❑ Forks<ul style="list-style-type: none"><li>○ Supported by the carriage.</li></ul></li><li>❑ Counterweight</li><li>❑ Overhead guard<ul style="list-style-type: none"><li>○ Protects driver from falling objects, not a rollover.</li><li>○ Guard is tested and measured in foot-pounds.</li></ul></li><li>❑ Fuel cap</li><li>❑ Hydraulic cylinders</li> <li>❑ Steering axle (Rear)</li><li>❑ Drive axle (Front)</li><li>❑ Capacity plate<ul style="list-style-type: none"><li>○ Inside operator cab</li><li>○ Must be clean and legible</li></ul></li><li>❑ Operating lights:<ul style="list-style-type: none"><li>○ Driving</li><li>○ Back-up</li><li>○ Beacon</li></ul></li><li>❑ Back-up alarm</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>



# Identify Main Components



- \_\_\_\_\_ Mast
- \_\_\_\_\_ Counterweight
- \_\_\_\_\_ Forks
- \_\_\_\_\_ Steering Axle
- \_\_\_\_\_ Carriage/Backrest
- \_\_\_\_\_ Overhead Guard
- \_\_\_\_\_ Fuel Cap
- \_\_\_\_\_ Back-up Alarm
- \_\_\_\_\_ Drive Axle
- \_\_\_\_\_ Tilt Cylinders
- \_\_\_\_\_ Operator Cab

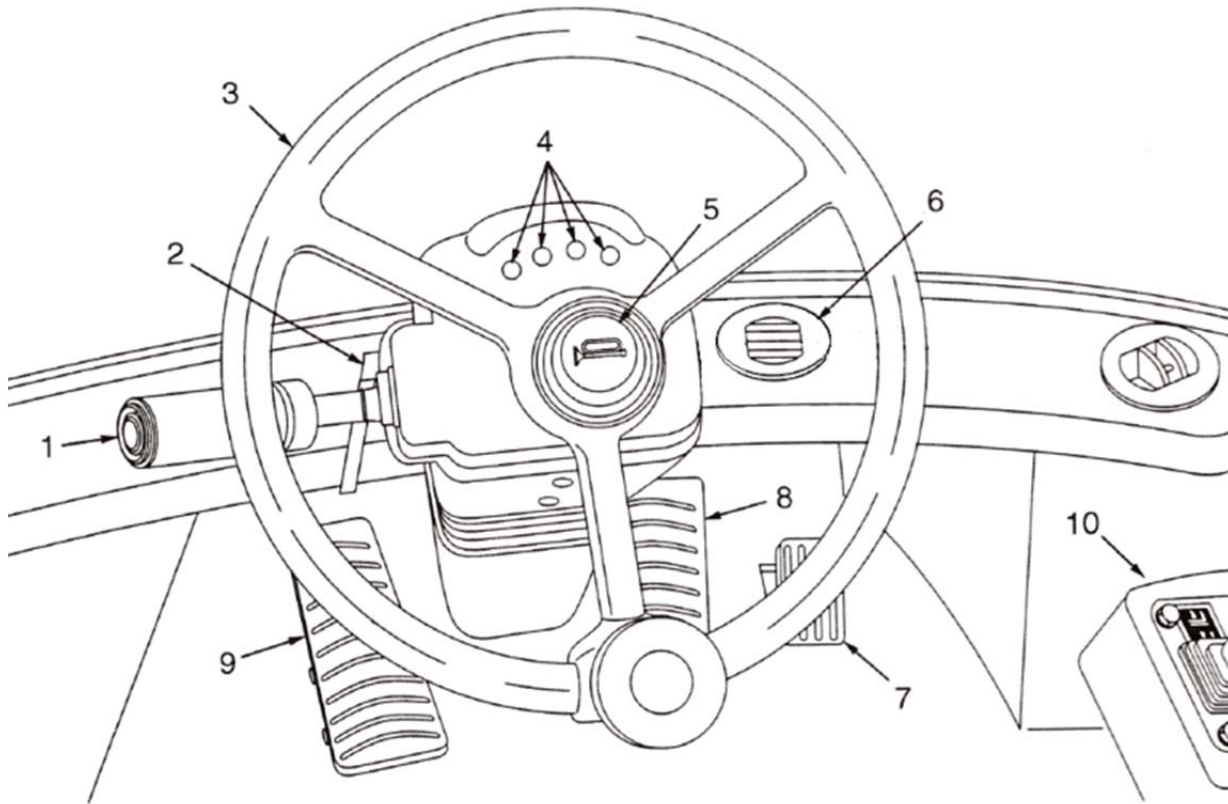
Forklifts vary. Components, controls, symbols, and warning lights may be controlled and located differently than this diagram. If you have questions, check your owner's manual or see the Rolling Stock Shop.



<b>Forklift Controls, Switches, and Signals</b>	<b>DEMO</b>	<b>CHECK</b>
<ul style="list-style-type: none"> <li>• <b>Not all controls are on all lifts</b></li> </ul>		
<ul style="list-style-type: none"> <li>• Steering wheel               <ul style="list-style-type: none"> <li>○ Steering column adjustment</li> <li>○ Horn</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Brakes:               <ul style="list-style-type: none"> <li>○ Service brake pedal</li> <li>○ Inching brake pedal</li> <li>○ Parking brake set/release button</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Accelerator</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Gear selector lever               <ul style="list-style-type: none"> <li>○ Forward – Reverse - Neutral</li> <li>○ 1, 2, 2-3, D</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Load handling controls on armrest               <ul style="list-style-type: none"> <li>○ Lift/Lower</li> <li>○ Tilt Forward/Back</li> <li>○ Side shift</li> <li>○ Left/Right fork position</li> <li>○ Hydraulic backrest</li> </ul> </li> <li>• Some forklifts have levers instead of armrest controls</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ignition</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Heating/Cooling/Venting controls</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Windshield wiper controls</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Gauges and warning lights</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



# Identify Driving Controls and Signals



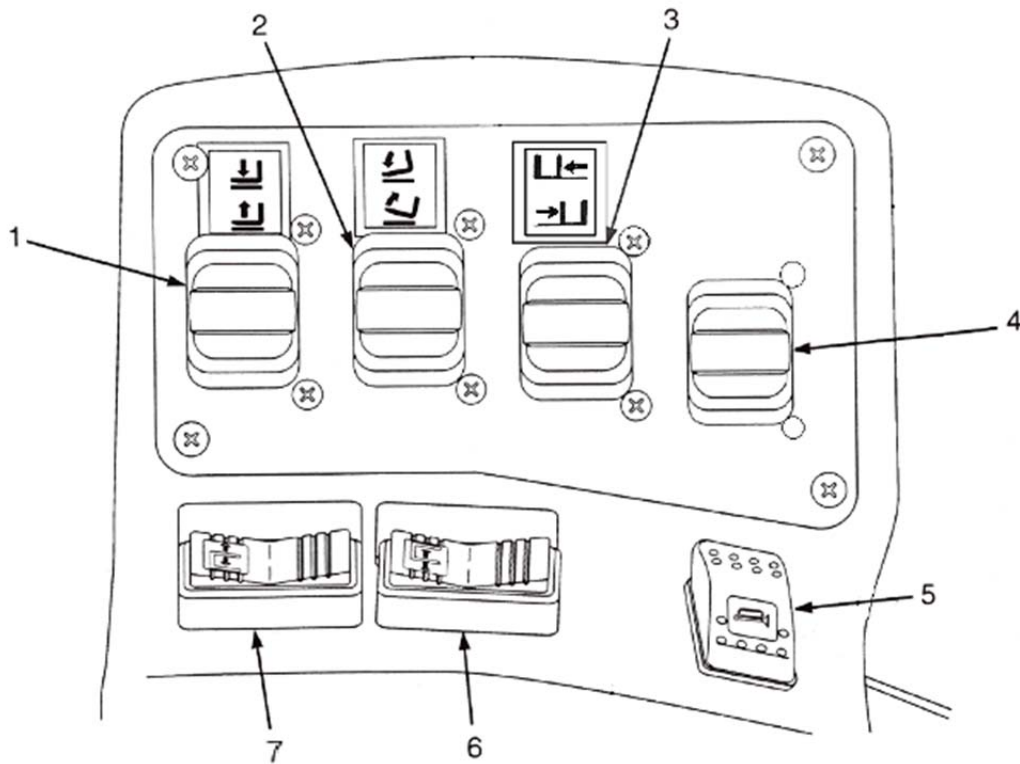
**Controls and Signals**

- \_\_\_\_\_ Inching Brake Pedal
- \_\_\_\_\_ Warning Lights
- \_\_\_\_\_ Cab Vent
- \_\_\_\_\_ Service Brake Pedal
- \_\_\_\_\_ Gear Selector
- \_\_\_\_\_ Accelerator Pedal
- \_\_\_\_\_ Steering Column Adjustment
- \_\_\_\_\_ Armrest
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Steering Wheel

Forklifts vary. Components, controls, symbols, and warning lights may be controlled and located differently than this diagram. If you have questions, check your owner's manual or see the Rolling Stock Shop.



# Identify Load Handling Controls



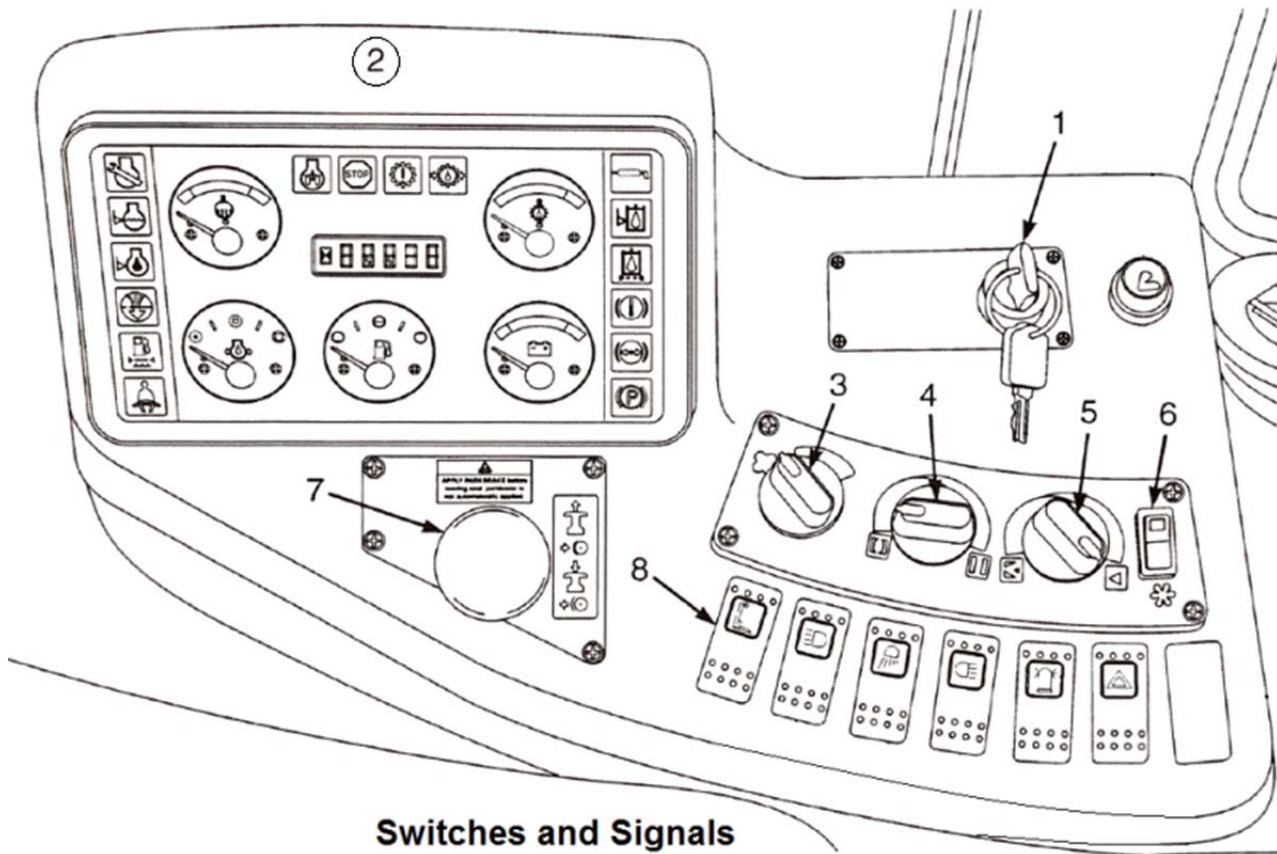
**Armrest Controls**

- \_\_\_\_\_ Side Shift Control
- \_\_\_\_\_ Right Fork Position
- \_\_\_\_\_ Horn
- \_\_\_\_\_ Lift/Lower Carriage
- \_\_\_\_\_ Tilt
- \_\_\_\_\_ Left Fork Position
- \_\_\_\_\_ Hydraulic Backrest

Forklifts vary. Components, controls, symbols, and warning lights may be controlled and located differently than this diagram. If you have questions, check your owner's manual or see the Rolling Stock Shop.



# Identify Switches and Signals



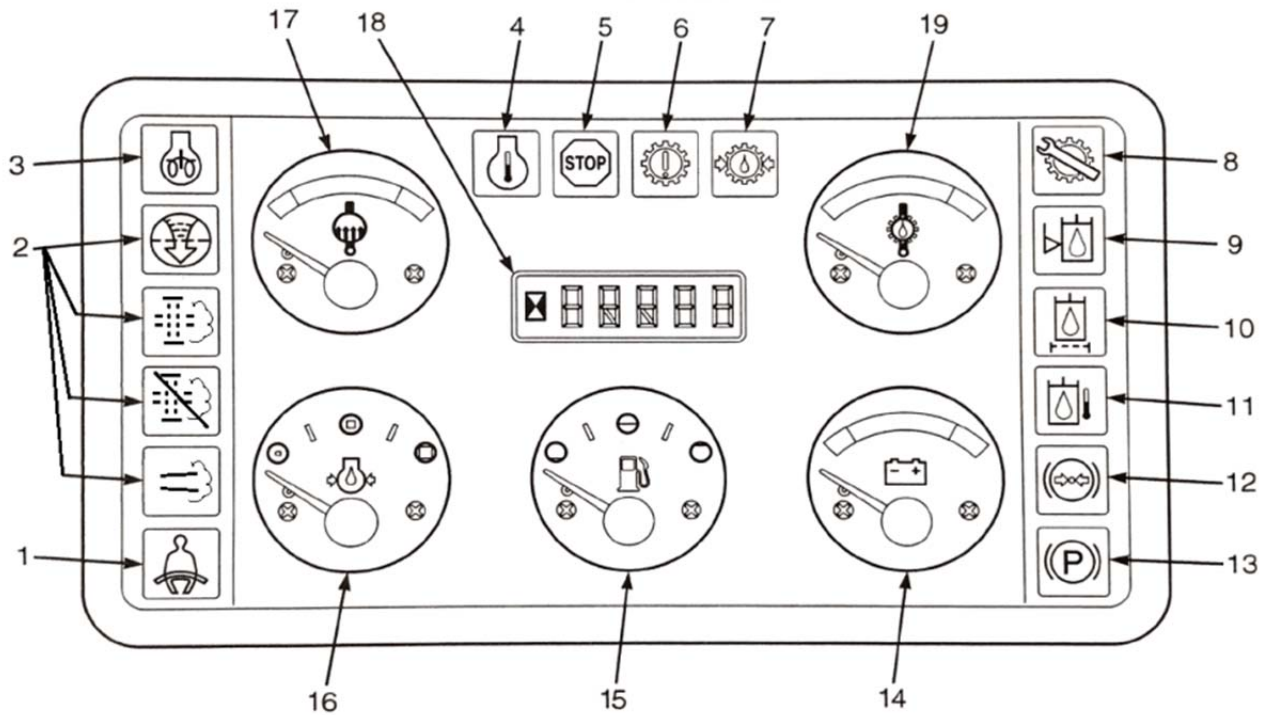
**Switches and Signals**

- \_\_\_\_\_ Heat Control
- \_\_\_\_\_ A/C Switch
- \_\_\_\_\_ Running Light Switches
- \_\_\_\_\_ Instrumental Panel
- \_\_\_\_\_ Fresh Air Control
- \_\_\_\_\_ Ignition
- \_\_\_\_\_ Fan Control
- \_\_\_\_\_ Parking Brake Knob

Forklifts vary. Components, controls, symbols, and warning lights may be controlled and located differently than this diagram. If you have questions, check your owner's manual or see the Rolling Stock Shop.



# Identify Instrument Indicators



**Instrument Panel & Indicators**

- |                                  |                             |
|----------------------------------|-----------------------------|
| _____ Hyd Oil Level              | _____ Parking Brake         |
| _____ Hour Meter                 | _____ Overheat Indicator    |
| _____ Glow Plug Indicator        | _____ Engine Oil Pressure   |
| _____ Voltmeter Gauge            | _____ Fuel Level Gauge      |
| _____ Transmission Pressure      | _____ Engine Stop Warning   |
| _____ Transmission Fault         | _____ Engine Maintenance    |
| _____ Air Filter Warnings        | _____ Transmission Oil Temp |
| _____ Coolant Temperature        | _____ Hyd Oil Tank Hi Temp  |
| _____ Hyd Oil Filter Restriction | _____ Seat Belt Warning     |
| _____ Brake System Low Pressure  |                             |

Forklifts vary. Components, controls, symbols, and warning lights may be controlled and located differently than this diagram. If you have questions, check your owner's manual or see the Rolling Stock Shop.





# Operating Procedures

## *Eyes and Mind on Task to fight Complacency*

### Starting a Forklift

	DEMO	CHECK
<ul style="list-style-type: none"> <li>Before starting, make sure the forklift is in neutral, the parking brake is set, and electrical loads, especially lights and heater fan, are turned <b>off</b>.               <ul style="list-style-type: none"> <li>Starting a forklift with lights and heater fan already on causes a power surge in the electrical system and can decrease the lifespan.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Turn the key to the ON position and wait for the “coil” glow plug indicator light to go out before starting the lift.               <ul style="list-style-type: none"> <li>This could take 2 – 5 seconds.</li> <li>Especially during cold weather</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Warming Up a Cold Forklift

	DEMO	CHECK
<ul style="list-style-type: none"> <li>To properly warm up a lift:               <ul style="list-style-type: none"> <li>Do your pre-shift inspection with the engine off.</li> <li>Turn on the engine and check the transmission fluid (except on 9951) and check all the lights.</li> <li>Get in the forklift after the check is complete, put on your seatbelt, and begin to <u>slowly</u> drive the lift.</li> <li>Operate the controls with the expectation it will feel sluggish and “lazy”. As the fluids and components warm up, they will be faster and smoother.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>It is not advisable to “warm-up” a forklift by turning the engine on and letting it idle.               <ul style="list-style-type: none"> <li>The engine may be getting warmer, but the transmission, hydraulics, differential and all their respective fluids are still cold.</li> <li>The physical parts of the lift are also cold, as well as the grease that lubricates the joints and moving parts.</li> <li>All the parts need to warm-up so get moving...slowly!</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



**Shut Down and Park Forklift –**

	DEMO	CHECK
<p><b>Drive to parking area with lower RPMs to allow the Turbo Charger to cool down.</b></p> <ul style="list-style-type: none"> <li>○ When driving a lift at full speed and capacity, the turbo kicks in to give it more horsepower. Allow turbo time to slow down to prevent causing damage to the turbo.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Position machine in correct parking area.           <ul style="list-style-type: none"> <li>○ Do not encroach on emergency access points or pedestrian crosswalks.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Tilt mast forward and lower forks to the ground.           <ul style="list-style-type: none"> <li>○ Ensure the forks are flat on the ground and are not a tripping hazard.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Put the shifting lever in neutral and set parking brake.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If the lift is equipped with a VMT, use proper procedures to shut it down.           <ul style="list-style-type: none"> <li>○ Wait until the VMT completely shuts down before turning off ignition.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Turn off Lights, even if they turn off automatically.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Turn off Heater Fan.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Turn off ignition.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Turn off batteries if it is the end of shift.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Always turn off the forklift if you are leaving it unattended.</b> <ul style="list-style-type: none"> <li>○ Unattended forklift definition: <b>25’ from operator or out of view.</b> OSHA 1910.178(m)(5)(i)-(iii)</li> <li>○ <b>You must have unobstructed access to the forklift if you leave it running.</b></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



# Pre-Shift Inspection

*Eyes and Mind on Task to fight Complacency*

## Perform Inspection at the Beginning of Each Shift

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Obtain a Pre-shift Inspection form and complete it as checks are done.               <ul style="list-style-type: none"> <li><input type="checkbox"/> These are kept in the silver clipboard box. If the box is empty or low, obtain a <b>current</b> form from your Team Leader.</li> <li><input type="checkbox"/> <b>Do not just copy the one in the box, as they can become outdated.</b></li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Approach parked forklift:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Look for signs of oil, water, or fuel leaks.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check wheels:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure lugs are tight.</li> <li><input type="checkbox"/> Check tread for cuts or excessive wear.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check hydraulic hoses and cylinders:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Check hoses for leaks and loose fittings.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check mast, lift chains and chain pins:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Look for loose bolts or pins.</li> <li><input type="checkbox"/> Look for cracks and damage.</li> <li><input type="checkbox"/> Look for loose bolts or pins.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check forks for wear or damage.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Check for rough spots that could damage lumber.</li> <li><input type="checkbox"/> Check welds and corners for cracks.</li> <li><input type="checkbox"/> Report any new damage to forks or lift to your Team Leader.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ensure fire extinguisher is in place:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Check tag to ensure it has been inspected.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check counterweight bolts:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Check bolts visually to ensure they are in position and tight.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



Pre-Shift Inspection (cont.)

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Open hood and check visually for signs of wear or damage:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure visible belts are in good condition.</li> <li><input type="checkbox"/> Check for loose or disconnected wires.</li> <li><input type="checkbox"/> Ensure radiator is clear of debris.</li> <li><input type="checkbox"/> Look for signs of oil, water, or fuel leaks.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check fluid levels — if low, note on inspection form. If necessary, inform Rolling Stock immediately and have fluid added. <b>Do not drive a lift with inadequate amount of fluid!</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> DEF</li> <li><input type="checkbox"/> Coolant</li> <li><input type="checkbox"/> Engine oil</li> <li><input type="checkbox"/> Hydraulic oil</li> <li><input type="checkbox"/> Transmission oil               <ul style="list-style-type: none"> <li>○ Check with engine idling</li> <li>○ Do not check on 9951 – Rolling Stock Shop will do this</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check battery cables:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure connections are tight.</li> <li><input type="checkbox"/> Ensure metal is not corroded.</li> <li><input type="checkbox"/> Ensure battery is securely attached to frame.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check capacity plate; ensure it is clean, legible, and securely attached:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure machine is rated for the tasks to be performed.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Start engine:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure transmission is in neutral.</li> <li><input type="checkbox"/> Ensure park brake is on.</li> <li><input type="checkbox"/> Turn on all lights and check if they are working               <ul style="list-style-type: none"> <li>• 50% must be operational (front &amp; back)</li> <li>• If less, take machine to Rolling Stock Shop</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



**Pre-Shift Inspection (cont.)**

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Check operation of components:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Check steering; watch wheels as you turn.</li> <li><input type="checkbox"/> Check service brakes.</li> <li><input type="checkbox"/> Test horn.</li> <li><input type="checkbox"/> Check back-up alarm and light. If unsure ask someone to give you visual confirmation. Never stand behind a forklift with the engine running and transmission in reverse even with parking brake applied.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check parking brakes:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Set brake, put machine into gear and accelerate lightly.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check lift and ensure carriage raises/lowers smoothly.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Check tilt and side shift operation:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Observe cylinders; check for wear or leaks.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Release parking brake and place machine in gear:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Check transmission operation.</li> <li><input type="checkbox"/> Check brakes to ensure they work properly:                   <ul style="list-style-type: none"> <li>- If you suspect any problems with the brakes, report the problem to the mechanics.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• After machine is warm, check transmission fluid level:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Lower forks and place engine in neutral.</li> <li><input type="checkbox"/> Top up fluid as needed.</li> <li><input type="checkbox"/> Do Not Check 9951 (Dunnage Lift)</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Sign and date inspection form:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Turn in forms weekly.</li> <li><input type="checkbox"/> Turn in at file box outside Purchasing Office (near glove machines) or to Team Leader</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Report any problems to mechanics as soon as possible.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Inspection may take up to 2 weeks or more to get to the Rolling Stock Shop</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



# Post-Shift Shut Down

*Eyes and Mind on Task to fight Complacency*

## End of Each Shift

	DEMO	CHECK
<ul style="list-style-type: none"> <li>Report any problems that need attention to the Rolling Stock Shop</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Exterior of forklift               <ul style="list-style-type: none"> <li>Regularly wash at truck wash</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>Park in designated forklift parking:</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Practice Good Housekeeping               <ul style="list-style-type: none"> <li>Removal all personal items</li> <li>Removal all accumulated garbage</li> <li>Wash window (inside &amp; out)</li> <li>Use air to blow out dust accumulation</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Shutting down – ALL forklift models               <ol style="list-style-type: none"> <li>Turn off all accessories (heater/cooler, radio, computer) this allows for efficient startup of vehicle</li> <li>Shut off forklift</li> <li>Look for signs of oil, water, or fuel leaks as you leave the forklift.</li> <li>Turn off battery disconnect.</li> </ol> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Shutting down– <b>forklifts with DEF</b> <ol style="list-style-type: none"> <li><b>Wait two minutes after engine shut off to turn off battery disconnect</b> <ol style="list-style-type: none"> <li>You must allow the time after forklift engine has been shut down before you turn off the battery disconnect because if system is shut off too soon, the system will not finish its processes, throw codes and will possibly not want to restart after the power is turned back on.</li> </ol> </li> </ol> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**I acknowledge I have read and understand the End of Each Shift information. If I have questions I will talk with the Rolling Stock Mechanics.**

**Trainee Name**

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# Stability

## Balance/Traction/Grip

### Center of Gravity

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Every object has a Center of Gravity (CG): This is the point at which an object can be suspended and be perfectly balanced.               <ul style="list-style-type: none"> <li><input type="checkbox"/> A forklift has a Center of Gravity.</li> <li><input type="checkbox"/> A load has a Center of Gravity.                   <ul style="list-style-type: none"> <li>- When the forklift picks up a load, there is now a Combined Center of Gravity (CCG).</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Fulcrum Point

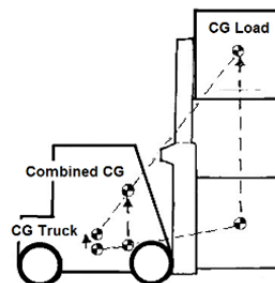
	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Like a teeter totter, a forklift has a Fulcrum Point (the point where it pivots when unbalanced). As long as the majority of the weight and the Center of Gravity remains on one side of the Fulcrum Point, the forklift will not tip forward.               <ul style="list-style-type: none"> <li><input type="checkbox"/> The <b>front axle</b> is the Fulcrum Point and if the front of the forklift (the forks) is overloaded, the forklift will tip forward.</li> <li><input type="checkbox"/> Keeping the load tight to the backrest and low to the ground keeps the Center of Gravity in the most stable position.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Stability Triangle/Pyramid

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Stability Triangle:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Invisible line marking the boundary of stability on a forklift.                   <ul style="list-style-type: none"> <li>○ Stability Triangle base is formed by the front axle (Fulcrum Point).</li> <li>○ The tip of the triangle is where the forklift attaches to the center of the back axle</li> </ul> </li> <li><input type="checkbox"/> When the forklift is stationery with the forks down, the CG is in about the center of the forklift, under the operator's cab.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



<ul style="list-style-type: none"> <li>• Stability Pyramid:               <ul style="list-style-type: none"> <li><input type="checkbox"/> When the carriage is raised, the triangle becomes a 3D pyramid and the CG raises up.</li> <li><input type="checkbox"/> This effect is minimal in an unloaded forklift.</li> <li><input type="checkbox"/> In a loaded forklift, the CCG is towards the front of the lift just behind the front axle.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
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### How the Center of Gravity Affects Stability

	DEMO	CHECK
<ul style="list-style-type: none"> <li>Center of Gravity will shift when the forklift is moving.               <ul style="list-style-type: none"> <li>CG moves backwards when the lift is moving forward and will rush forward in a sudden stop.</li> <li>You have felt this when riding in a car: speeding up, stopping, turning corners.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If the CG (or Combined CG) moves outside Stability Pyramid, the forklift <u>will</u> tip over.               <ul style="list-style-type: none"> <li>It's critical to stop and start smoothly, corner smoothly, maintain a safe speed, and travel with the load low.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The more a load is raised, the more a forklift becomes unstable (See Stability Pyramid).</li> <li>When a load is raised, and the mast is tilted forward, the effect on the CCG is even more pronounced. Add to that, the motion of the forklift driving forward and the lift is at a very high risk of tipping forward.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>When a load is being raised, it's critical to keep it tilted slightly back (not all the way back) until you're in position to set the load down.</li> <li>When stacking a load make sure to tilt the load forward only when over the stack.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Safe Driving Practices - Complacency

	DEMO	CHECK
<ul style="list-style-type: none"> <li>Avoid driving over uneven surfaces when possible               <ul style="list-style-type: none"> <li>Adjust your speed to the conditions of the road.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Safely maneuver the forklift around uneven surfaces</li> </ul>		
<ul style="list-style-type: none"> <li>Driving over uneven surfaces, sewer grates, potholes, bunks, and speed bumps can cause bounce for your forklift.               <ul style="list-style-type: none"> <li>This bounce will affect the stability of the forklift and therefore the loads being carried.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Report any uneven surfaces including potholes to your team leader.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**\*\*The leading cause of forklift driver fatalities is rollover\*\***





# Capacity

## *Balance/Traction/Grip*

<ul style="list-style-type: none"><li>• Forklift capacity is measured using a standard called Load Center.<ul style="list-style-type: none"><li>❑ This refers to the measurement of the distance to the center of a square load.</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Our forklifts are rated using a 24” load center.<ul style="list-style-type: none"><li>❑ This means they can pick up a load measuring 48” x 48”, weighing X amount of pounds, sitting against the backrest.</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• This is the forklift’s MAXIMUM capacity.<ul style="list-style-type: none"><li>❑ If an attachment is added to the lift, the capacity drops.</li><li>❑ If the load is not up against the backrest, the capacity drops.</li><li>❑ As the load is raised, the capacity drops.</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Adding weight to the counterweight is not the answer to more capacity.<ul style="list-style-type: none"><li>❑ It will just add strain to the forklift and decrease its life span.</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Forks have a maximum capacity as well and that has to be considered when they’re replaced.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>



# Safe Driving

## Line of Fire

### Driving in a Pedestrian Area

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• <b>Even a big, noisy forklift can be silent and invisible at times.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Alert pedestrians you will be in their area.</li> <li><input type="checkbox"/> Use signs, lights, or guarding that is designated for the area, such as the straps at the Banders or the Lights at the Finish Chipper.</li> <li><input type="checkbox"/> Have a spotter when driving in and out of Mill B basement or the maintenance shop at the Finish Sorter.</li> <li><input type="checkbox"/> Use your horn!</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Climb On and Off Machine Safely – 3 Point Contact

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• <b>Always</b> use three-point contact when entering or exiting the cab: <ul style="list-style-type: none"> <li><input type="checkbox"/> Do not jump out of the cab to ground level.</li> <li><input type="checkbox"/> Do not run and jump onto forklift or side steps.</li> <li><input type="checkbox"/> Don't rush — steps may be slippery.</li> <li><input type="checkbox"/> Hands should be free.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Do not carry items into or out of the forklift as you are entering or exiting. <ul style="list-style-type: none"> <li><input type="checkbox"/> Place them onto the floor of the forklift</li> <li><input type="checkbox"/> Climb into the forklift and get seated.</li> <li><input type="checkbox"/> Lift item up and into place.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Look at your foot placement as you are exiting to ensure your feet are placed securely onto each step. <ul style="list-style-type: none"> <li><input type="checkbox"/> Face towards the forklift like a ladder</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Wear seat belt at all times while in forklift (Plant Safety Rule).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



COTTAGE GROVE  
LUMBER

STANDARD OPERATING PROCEDURE

ENTERING AND EXITING A FORKLIFT

1

When entering or exiting the cab of the lift be sure to self-trigger on the four states and keep

- Eyes on Task
- Mind on Task
- Be aware of Balance-Traction &Grip

2



Inspect steps to insure they are clear of debris and in good condition.

3



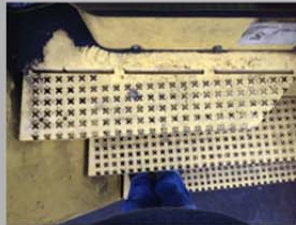
Place items in cab prior to entering so both hands are free.

4



Always use 3 points of contact to enter / exit a forklift and watch where you are stepping.

5



Picture taken by person looking down at feet & steps when exiting parallel to the steps.

6



Picture of person SLIGHTLY turned (45 degrees) and looking down when exiting. Either of these ways are correct.

7



Remove items from the cab after you have exited and are on ground level

8

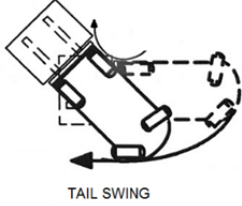
Each year people are injured entering or exiting a forklift. Always check your foot placement and watch where you are stepping.  
**NEVER EXIT A FORKLIFT FACING OUTWARD**

9

Reviewed 03/2017  
JSA-SOP/Plantwide Common



Demonstrate Safe Operation

	DEMO	CHECK
<ul style="list-style-type: none"> <li>Allow for rear-end swing clearance while turning.               <ul style="list-style-type: none"> <li>The rear wheels do not track the front wheels and will go sideways quicker than expected.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
		
<ul style="list-style-type: none"> <li>Check gauges and warning lights while operating.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Report any problems to Rolling Stock:               <ul style="list-style-type: none"> <li>Never operate a machine that is not in safe operating condition.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Demonstrate control while operating in reverse.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Always check behind – <b>double shoulder check</b> and look around before backing up.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Be aware of and monitor blind spots.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Identify safety hazards in the yard, and demonstrate precautions required:               <ul style="list-style-type: none"> <li>Notify other vehicle operators before entering their work area.</li> <li>Observe safe speed limits — slowdown in icy or wet conditions.</li> <li>Watch carefully near buildings or pedestrian walkways.</li> <li>Slow down and look carefully before going around corners or areas of obstructed view.</li> <li>Never carry riders.</li> <li>Watch for others in the area; e.g., Interstate Sweepers, Engineering, Outside crew.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Travel with forks raised high enough to avoid obstructions, railroad tracks, dips in pavement or speed bumps.               <ul style="list-style-type: none"> <li>Use markings on mast to align carriage and mast for proper height.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



**Demonstrate Safe Operation (cont.)**

	DEMO	CHECK
<ul style="list-style-type: none"><li>• Watch for boards or debris in travel path:<ul style="list-style-type: none"><li>□ Pick up objects — keep the work area clean.</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Use mirrors in warehouse to monitor vehicle and pedestrian traffic:<ul style="list-style-type: none"><li>□ Use caution near walkways</li></ul></li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

**Demonstrate Control of Unloaded Forklift**

	DEMO	CHECK
<ul style="list-style-type: none"><li>• Check that parking brake is released.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Select correct gears.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Start and stop smoothly.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Make smooth turns and control direction of movement accurately.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Stop before changing direction.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"><li>• Check rear clearance before backing up – look over BOTH shoulders.</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>



Demonstrate Correct Way to Pick Up Loads	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Ensure load is within weight limits for machine</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Approach load slowly, adjusting fork height so that it does not damage the load or the surface:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure load is centered, with forks clear of dunnage.</li> <li><input type="checkbox"/> Ensure forks are clean. Wipe off any mud or debris.</li> <li><input type="checkbox"/> Use caution when side shifting forks.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Ensure load is tight against carriage, then lift straight up to take the weight               <ul style="list-style-type: none"> <li><input type="checkbox"/> Lift enough to clear dunnage, tilt the load (mast) back and then back away — always check behind.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• If forks are long, be aware you may damage loads stacked behind. Support load enough to move it forward, then readjust forks before carrying load away.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Carry Load Safely	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Carry load at correct height for the forklift and slightly tilted back:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Travel in reverse if view is obstructed.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Travel forward with load raised (to see beneath) <b>only</b> when it is safe to do so and when placing the load on a stack.               <ul style="list-style-type: none"> <li><input type="checkbox"/> Come up to the location for placing your load, stop, raise load and proceed the few feet forward to place the load.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Never carry a loose load higher than the backrest.               <ul style="list-style-type: none"> <li><input type="checkbox"/> If the bottom of a strapped load is higher than the backrest, it could shift and fall off or into the mast, damaging hoses or other components.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrate safe speed and smooth stopping and turning while carrying the load.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



Place Load Properly	DEMO	CHECK
<ul style="list-style-type: none"> <li>○ Line forklift up with stack and drive forward, keeping wheels straight               <ul style="list-style-type: none"> <li>○ Keep load low until close to stack.</li> </ul> </li> <li>○ Raise load high enough to clear stack.</li> <li>○ Drive forward until load on forks is 2-3 inches away from being aligned with front of stack. Use Inching Brake as needed.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Demonstrate correct use of <u>Inching Brake</u>.               <ul style="list-style-type: none"> <li>○ Don't allow your foot to rest on the inching brake pedal. It will proportionally disengage the transmission causing the forklift to have to work harder.</li> <li>○ Ideally, the inching pedal should only be utilized when lifting/positioning the load. The inching pedal is a specialty pedal, it should be utilized as such.</li> <li>○ When driving through the yard and not maneuvering loads, drive as you would any automatic transmission car, with your right foot on either the accelerator or brake pedal.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Tilt mast forward until load aligns with stack.               <ul style="list-style-type: none"> <li>○ Side shift if necessary, to align the sides of the load.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>○ Set load down safely on dunnage, without dropping or damaging load.               <ul style="list-style-type: none"> <li>○ Ensure load does not contact mud or other debris.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Adjust tilt of forks and raise/lower mast as needed to release forks.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Back away without scraping the surface or dislodging dunnage.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



# Tour Facilities

## *Eyes and Mind on Task to fight Complacency*

### Identify Locations

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Locate:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Parking areas</li> <li><input type="checkbox"/> Refueling area</li> <li><input type="checkbox"/> Pedestrian walkways</li> <li><input type="checkbox"/> Truck traffic in the yard</li> <li><input type="checkbox"/> Train tracks:                   <ul style="list-style-type: none"> <li>- Train car movement and safety precautions.</li> </ul> </li> <li><input type="checkbox"/> Rolling stock shop:                   <ul style="list-style-type: none"> <li>- Taking a forklift out of service.</li> <li>- Who to call if you have a problem.</li> </ul> </li> <li><input type="checkbox"/> Yards:                   <ul style="list-style-type: none"> <li>- GIP yard</li> <li>- Shipping</li> <li>- Barcode Shed</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

### Demonstrate Use of Rescue Man Basket

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Locate the man basket stored in Shipping.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrate how to safely hook the man basket onto the forklift.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrate how to safely maneuver the forklift with the man basket attached.               <ul style="list-style-type: none"> <li>○ Do NOT drive the forklift with a person in the basket. It is for lifting and lowering only.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>





# Fueling

## Line of Fire

**\*\*This page is not required for Dunnage forklift qualification\*\***

### Fuel Forklift (Diesel)

	DEMO	CHECK
<ul style="list-style-type: none"> <li>• Pull up close to the fuel station.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Shut down the engine and ensure there is no other source of ignition.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Remove nozzle on <b>Pump #2</b> (small) and flip switch to turn pump on.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Insert nozzle and begin fueling:             <ul style="list-style-type: none"> <li>○ Wear gloves.</li> <li>○ Watch the nozzle throughout the process.</li> <li>○ Shut off pump if a problem occurs.</li> <li>○ <b>Do not top off tank.</b> <ul style="list-style-type: none"> <li>▪ This can create a vacuum inside tank if the cap isn't venting properly</li> <li>▪ A fuel leak or spill could occur, which is an environmental hazard.</li> </ul> </li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Shut off pump and replace nozzle. Make sure the fuel tank cap is on properly.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Press EMERGENCY SHUT OFF if pump does not shut off:             <ul style="list-style-type: none"> <li>○ Use radio to communicate problems – call 2M.</li> <li>○ Report spills.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>Don't let your Forklift run out of fuel!!</b> <ul style="list-style-type: none"> <li>○ Getting fuel into an empty lift involves more than getting a gas can.</li> <li>○ Contact Rolling Stock Shop to get forklift refueled and restarted.</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• <b>In case of a fuel spill:</b> <ul style="list-style-type: none"> <li>○ Ensure your personal safety.</li> <li>○ Use spill clean-up materials to clean up spills immediately:                 <ul style="list-style-type: none"> <li>▪ Dispose of rags or cleanup materials in contaminated material container.</li> </ul> </li> <li>○ Call 2U to help.</li> <li>○ Report spills.</li> </ul> </li> </ul>		



## GOOD FORKLIFT CARE PRACTICES

- *Do the pre-shift inspection.*
- *Turn all the electrical loads off before starting the engine – that includes lights and heater fan (radios are not a significant load so they can be left on).*
- *Wait for the engine heater light to go off before you start the engine.*
- *Warm up forklift not by turning the engine on and running it for a while, but by using the forklift. Use it gingerly for first 10 – 15 minutes, and when all the fluids and moving parts are ‘warmed up’, gun it. ‘Feel’ the forklift, it’ll ‘tell’ you when it’s all ready.*
- *Use the inching pedal only when working the carriage, when driving remove your left foot off of the inching pedal, use the right foot to accelerate and slow down.*
- *Throttle only as much as necessary, no more, no less than that.*
- *Do not idle for longer than a couple minutes. If production is down shut the engine off. That saves on the wear of the engine, machine hours, fuel, makes air in the shed and offices cleaner.*
- *Before you shut the engine off, let it run ‘easy’ for a little while.*
- *If something is broken and needs to be repaired, **take the forklift to the shop and talk to the mechanics.***
- *If it feels, looks, smells, sounds funny (strange funny, not necessarily ha-ha funny), take it to the shop.*
- *If in doubt, take it to the shop*
- *If it drips oil or fuel take it to the shop, if it leaks and leaves trail behind you, park it where you are, shut the engine off, call the shop. If it goes ‘boom’ or ‘crash’ or any variation of the two and/or covers you with fluids, shut the engine off, call the shop (company radio Chanel 2, 2R)*
- *If tires are worn, lubed components dry, take it to the shop*
- *Make sure the truck shop has your hours on weekly basis so they can schedule PMs timely*
- *Always keep in mind that you are entrusted a costly piece of equipment that can do lots of damage if driven inattentively.*
- *Keep the inside and the outside of the forklift clean.*
- *Before you shut the engine off, put the forklift in neutral, shut off lights and heater fan.*



Cottage Grove Lumber

Standard Operation Procedure

Environmental Forklift Spill Kits

1) Begin by checking that your spill kit is properly stocked. Each kit should have 15 white pads, 5 grey pads and 2 bags of loose absorbent.



2) Then place the pads in the kit first, this will create a flat surface for the loose absorbent to sit. Push out excess air, seal kit and Velcro flap shut.



3) This will make the kit compact and avoid clutter within the forklifts.



4) The kits should then be placed behind the seat of the forklift.



5) To restock kit, please take note of what is needed and gather items from the 20 shop. Note these kits are only for spill that are 7 gallons or less.



The Spill Kit has been added to the Forklift Pre-use Inspection sheet.

Remember to report all spills and ask your Team Leader to help you complete a SEEDS report.



**Also complete the Area Specific OJT Checklist with the Qualified Bid Operator for that area.**