**Unity Area Regional Recycling Center**

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**Forklift General Use and Safety**

**Staff Member:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

1. Never operate or start the forklift without certification.
2. Complete a pre-start safety and maintenance check before starting forklift.
3. Turn gas on (gas should be turned off at the end of each day).
4. Once truck is warmed up, run though all the hydraulic controls once.
5. Always travel at walking speed or slower.
6. Always face in the direction that you are traveling.
7. Always keep forks as low to the ground as possible, never carry a raised load.
8. The mast should be tilted all the way back when carrying a load.
9. Warn pedestrians as you approach them, wait for their acknowledgment.
10. Use horn when approaching blind intersections and corners or when placing barrels outside.
11. Never drive towards a person.
12. Never allow someone to ride the forklift with you, even if they are certified.
13. Do not raise a person with the lift unless they are contained within a secured box.
14. Always fasten the seat belt.
15. Do not turn while a load is raised; even to maneuver a bale into storage.
16. Park the truck out of the way of equipment but in an accessible area for maintenance.
17. When parking, always put the truck in neutral, set the parking brake, and lower the forks to the ground. Take the keys, if no authorized personnel will be within eyesight of the fork truck .
18. Follow all Maine Safety Council, OSHA, and Unity Area Regional Recycling Center rules.

I have read and understand all the rules and procedures listed above and I will follow them accurately and to the best of my ability. I understand that breaching any of the above rules constitutes grounds for immediate dismissal.

Signed:

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