

MATERIAL HANDLING POLICY

Moving tools and supplies is a chore, but it needn't be a pain in the neck or arms, shoulders, or back. Using the following tips will promote getting the job done with minimum fuss and optimum safety.

FORKLIFT IS RATED AT 5,000# CARRYING CAPACITY

TRANSPORTING

1. Never exceed the carrying capacity of the forklift and/or attachments.
2. Before moving a load, check the route to be sure you can get up ramps and through doors and to be sure the path is clear.
3. Position your body so it will not be bumped or crushed in narrow passages.
4. Get help with heavy loads. Don't try to move a heavy load up or down a ramp by yourself.
5. Take it slowly. Be on the alert for unexpected obstacles, and give co-workers the right of way.
6. When operating the forklift without a load, the forks must be as low as possible for safe operations.

BOOM ATTACHMENT

1. Use of this attachment shall require two people present at all times.
2. Make sure the safety chain is attached to the front carriage of the forklift.
3. Don't exceed the ratings of the boom as delineated on the attachment.

STACKING

1. Place your load carefully. Put lighter objects on top of heavier ones. Never overload a forklift or stack objects so they block your view.
2. Don't let materials hang over the sides of the forklift.
3. Lift or move only what you feel comfortable with. Get help with bulky items.

STORING

1. Size up the load and picture the best method of storing it. Use common sense.
2. Make sure the bottom layer is strong enough to support what goes on top of it.
3. Use a pallet to work with large, heavy loads.

PARKING TRUCK

1. Place drive train in neutral.
2. Forks should be as close to the surface as possible with the tips flat by tilting the forks forward.
3. Apply parking brake.

4. Turn ignition switch to off position and make sure lights are off.
5. The propane tank valve shall be turned off after each use. This is required by Stoughton Fire Department.

APPROVED BY THE COMMON COUNCIL: February 27, 1996

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ACKNOWLEDGEMENT AND RECEIPT FORM

(Please sign and return to your supervisor.)

Name of
Recipient: _____ Division: _____

Position: _____

Date of Employment: _____

RECEIPT

I acknowledge by my signature below, that I have received a copy of the "Material Handling Policy" and have gone over the operations of the forklift and that it is my responsibility to read this policy, to ask questions of my supervisor(s) if I do not understand any of the information, rules, policies and procedures explained in the policy or that may be distributed to me at a later date.

Recipient's signature: _____ Date: _____