



REACH TRUCK/ORDER PICKER SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Ensure you have been trained on proper use ✓ Inspect the vehicle: <ul style="list-style-type: none"> – Wheels for wear – Fluid leaks – Capacity plate – See company checklist ✓ Inspect your route: <ul style="list-style-type: none"> – Holes, cracks – Slopes, ramps – Debris, liquids – Pedestrian/vehicle traffic ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> – Fall protection equipment – Safety glasses – Safety shoes – High visibility vest or shirt – Gloves 	<ul style="list-style-type: none"> ✓ Keep all body parts within the vehicle cab at all times ✓ Always stay on the designated operators platform and tied off ✓ Keep load weight within capacity ✓ Ensure load is stable ✓ Keep all items on racks flush with racking ✓ Lower the load before travelling ✓ No one can ride on the forks ✓ Avoid inclines if possible ✓ Use caution when coming to intersections and corners ✓ Keep a wide berth from pedestrians and do not encroach on walkways ✓ Never leave load raised ✓ Do not exit a moving vehicle ✓ Use three points of contact when entering and exiting vehicle ✓ Use proper lifting technique and lift within your limits 	<ul style="list-style-type: none"> ✓ Ensure all warning signs are readable ✓ Park vehicle where forks are not a tripping hazard ✓ Report any areas where lighting or floor conditions are inadequate ✓ Report damage to vehicle, racks or pallets to your supervisor ✓ Clean and put away PPE



Speak up!

If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Providing **well-engineered vehicles and racking** with appropriate **safeguarding**
- **Implementing policies and procedures** for proper use and maintenance
- **Inspecting and repairing** regularly
- **Training** staff on how to recognize, assess and control hazards
- **Implementing and enforcing** PPE program

Date: _____ Topic: _____

Safety Check Session Leader: _____

Learner Name (Please print)	Signature

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