## REACH TRUCK/ORDER PICKER SAFETY TIPS

### Be Prepared
- Ensure you have been trained on proper use
- Inspect the vehicle:
  - Wheels for wear
  - Fluid leaks
  - Capacity plate
  - See company checklist
- Inspect your route:
  - Holes, cracks
  - Slopes, ramps
  - Debris, liquids
  - Pedestrian/vehicle traffic
- Use appropriate personal protective equipment (PPE):
  - Fall protection equipment
  - Safety glasses
  - Safety shoes
  - High visibility vest or shirt
  - Gloves

### Work Safe
- 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 birth 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

### Finish Right
- 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.

WSPS.CA/SmallBusiness
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: _________________________________________________________________

<table>
<thead>
<tr>
<th>Learner Name (Please print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WSPS.CA/SmallBusiness
© 2017 Workplace Safety & Prevention Services (WSPS)

Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.

For more information contact Workplace Safety & Prevention Services
1 877 494 WSPS (9777)