



Material handling equipment safety

TIP SHEET

5 best practices for safe forklift use

As our material handling equipment team talks with fleet managers and operations managers about what concerns them most, one topic that comes up consistently is safe operation of forklifts. Here are some tips to help you set a foundation of safety for the use of material handling equipment in your work environment.

- 1 Ensure proper training.** Each operator should be well-trained and qualified to operate the equipment. Element offers a variety of different training programs to ensure your operators are OSHA compliant. We offer individual operator training and a train-the-trainer program, all customized to meet your specific needs.
- 2 Complete a thorough inspection.** Conduct a pre-shift inspection of the forklift, including brakes, steering, warning devices, safety devices, mast, tires and controls. Note any issues and do not use damaged equipment until it is fixed or repaired.
- 3 Carry loads correctly.** Loads should be secure and appropriately sized for the equipment in use. When carrying a load, be sure to go forward on up ramps and in reverse on down ramps. Lower the load to travel height and carry it with a slight back tilt while in motion. Only raise and lower loads while the forklift is not in motion.
- 4 Travel at a safe speed.** Travel at a safe speed for the workplace environment. The forklift should maintain a safe distance away from people and other moving or stationary equipment.
- 5 Remove the key.** When not in use or unattended, turn off the forklift and remove the key from the ignition.

For more information about how Element can help you meet your material handling equipment objectives, contact us at (800) 665-9744 or [elementfleet.com](https://www.elementfleet.com)

