

KNOW FORKLIFT

1. Forks
2. Mast
3. Front Light
4. Side Indicator
5. Side View Mirror
6. Steering with Horn
7. Driver Seat with Belt
8. Break & Accelerator
9. Fuel Tank
10. Beacon Light with Reverse Horn
11. Protective Roof
12. Solid Rubber Tyre

**CHECKPOINTS BEFORE THE FORKLIFT IS STARTED**

- Check the capacity of the forklift on the nameplate fitted on the body.
- Check the weight of the material to be lifted. It must NOT be more than forklift capacity.
- Check/ fill the water (coolant) in the radiator.
- Check/ fill fuel in the fuel tank.
- Check/ fill break oil.
- Check/ fill engine oil.
- Check tyre condition, in particular wear & tear.
- Check mast movement working easily.
- Check front light working.
- Check side indicator working.
- Check forks are not damaged.
- Check steering rotates easily.
- Check beacon light working.
- Check reverse horn working.
- Adjust side view mirrors.
- Check brake system working.
- Never operate when leakage appears from hydraulic oil, and break oil.
- Check driver's licence is valid to drive forklifts.
- Check forklift legal documents are valid (i.e. insurance, registration, pollution certificate)
- Inspect the forklift daily and fill records.

CHECKPOINTS WHEN THE FORKLIFT IS OPERATED

- Wear a seat belt.
- Drive at permitted speed.
- Slow down speed and play horn at turning.
- Follow the instruction given by the supervisor.
- Keep watch on the road and other movements.
- Never left the key unattended.
- Never lift the person on forks.
- Never tilt the mast when the material is lifted.
- Never allow others to sit with the driver.
- Never lift the load at eye level obstructing the front view.
- Never do house play while driving.

CHECKPOINTS AFTER FORKLIFT IS STOPPED

- Park the forklift at the designated area/ parking space only.
- Switch off lights, beacon light and engine.
- Apply the handbrake and remove the key.

WHY WE



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