

Move Materials with a Forklift

COMPANY

PROJECT / LOCATION

DATE

PREPARED BY

Use a rough-terrain or warehouse-style forklift to pick up, move, and place pallets and bundled materials on an active construction site. Keep other trades on foot separated from forklift travel and load handling.

Protective equipment

- Hard hat where falling materials could strike you.
- Safety glasses with side shields when exposed to flying debris.
- High-visibility vest or outer clothing for work around moving equipment.
- Work boots with protective toes for handling pallets and bundled materials.

Before you start

- Confirm the employer has certified that the operator was trained and evaluated: formal instruction, hands-on practice, and an evaluation of the operator's work on the job.
- Confirm the training fits this forklift and these site conditions, covers the forklift's capacity, and the operator's last performance evaluation was within the past three years.
- Inspect the forklift before use with the manufacturer's checklist: forks, tires, brakes, steering, horn, lift and tilt controls, and safety devices.
- Check the route, ground support, overhead clearance, load weight, and forklift capacity for the planned lift.
- Agree with the crew on pedestrian barriers, spotter hand signals, and where the forklift will park.

#	JOB STEP	HAZARDS	CONTROLS
1	Set up the travel route and unloading area.	Workers on foot can be struck or pinned between the forklift and stored materials. Soft ground, debris, slopes, or overhead obstructions can cause a tip-over or collision.	- Route forklift traffic away from pedestrian work areas. - Use barriers to separate travel and unloading areas from pedestrians. - Agree on spotter signals and stop whenever communication is lost. - Remove debris and choose a firm route suitable for the forklift. - Avoid unsupported edges and routes with uncertain overhead clearance. - Use only a forklift suited to the terrain and planned load.

2 Inspect the forklift and enter the operator station.	Defective brakes, steering, forks, or lifting parts can cause uncontrolled movement or a dropped load.	- Take the forklift out of service if it needs repair or is unsafe in any way, and report it. - Test the brakes, steering, horn, and lift controls in a clear area before approaching a load.
	Slipping while climbing into the forklift can cause a fall.	- Clear mud and debris from steps and handholds. - Face the forklift and use its steps and handholds, not the forks or tires.
3 Pick up the pallet or bundled materials.	An overloaded, damaged, or unbalanced load can fall or tip the forklift.	- Reject damaged pallets and unstable bundles until made safe. - Check the load weight against the capacity on the forklift's capacity plate. - Position the forks to support and balance the load before lifting.
	Moving forks or shifting materials can crush a helper's hands or body.	- Keep helpers out of the fork and load movement area. - Set the load down and stop movement before anyone adjusts materials. - Keep everyone out from under raised forks and loads.
4 Travel with the load along the cleared route.	Blind spots and blocked views can lead to striking pedestrians or other equipment.	- Drive in reverse when the load blocks your view ahead. - Use a spotter when you cannot clearly see the travel path; keep the spotter in view and out of the path. - Do not drive toward anyone standing in front of a stack, wall, or other fixed object. - Stop if anyone enters the travel path.
	Sharp turns, uneven ground, or a raised load can overturn the forklift or spill materials.	- Carry the load low enough for stability while clearing the ground. - Travel at a pace that allows a controlled stop. - Follow the forklift instructions for slopes and avoid sudden turns or braking. - Wear the seat belt or operator restraint.
	A person riding on the forks, a pallet, or the forklift can fall and be run over or crushed.	- Do not let anyone ride on the forks or on a load. - Allow riders only where riding is authorized and the forklift has a safe place to ride.

- 5 Place materials, clear the area, and park the forklift.**
- Unstable stacks or moving forks can drop materials onto workers or pin them against fixed objects.
- An unsecured parked forklift can roll, and raised forks can trip or strike workers.
- Place materials on firm support where they will not block walkways.
 - Keep workers clear while setting down the load and withdrawing the forks.
 - Confirm the load is stable before allowing workers to approach.
 - Choose a level parking area away from pedestrian routes.
 - Before getting off, fully lower the forks, put the controls in neutral, and set the brake.
 - If you will be 25 feet or more away, or out of sight of the forklift, also shut off the power.
 - Block the wheels if the forklift is parked on a slope.

Stop work and call the supervisor if

- Stop and call the supervisor if the forklift has a defect, a failed safety device, or uncontrolled movement.
- Stop and call the supervisor if load weight, forklift capacity, or load stability is uncertain.
- Stop and call the supervisor if pedestrians cannot be kept clear or visibility and spotter communication are lost.
- Stop and call the supervisor if ground support, overhead clearance, or operator training is uncertain.

Sources: 29 CFR 1910.178, Powered industrial trucks; 29 CFR 1926.602, Material handling equipment

Drafted with AI for review by a competent person. Clever Rook writes from the official regulation text it cites, but it doesn't know your site. Check it against your conditions and your company's safety program before use. Not legal advice.

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DATE

REVIEWED BY (COMPETENT PERSON)

REVIEW DATE

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