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Operating the Fork Lift

Purpose

To provide instructions on how to operate the forklift properly, carefully, and safely. Scope This work instruction applies to all warehouse authorized drives only

Scope

This work instruction applies to all warehouse authorized drivers only

Definitions

None

Responsibilities

WHP – Warehouse person

Procedures

1. How to start the forklift

To operate a forklift very carefully you must follow the instructions below:

Take emergency brake off.

Turn key to the right.

Take gear shift and push forward or in reverse to start forklift. Forklift is then turned on.

Pull back on the left control lever, approximately 2 inches from the ground/floor.

Put the forklift in drive or reverse as needed.

2. Parking the Forklift

Stop in an appropriate area

Put emergency brake on (that will turn off the motor)

Lower the forks to the ground by using the control levers for lowering or tilting

Turn off and exit the forklift

3. Operator Manual

The operator manual is located on the back of the seat

Revision Notes

Re-released as Rev N/C to standardize to using letters. Was Rev 1.0 (a holdover from the Powerway Document Control System). Fixed typos and mis-spellings.