

TO 107 OPERATING A FORKLIFT TRUCK

General instructions for operating a forklift truck.

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1 Forklift truck operator requirements

1. Forklift trucks owned by Outokumpu may only be operated by trained Outokumpu personnel; for supplier requirements, see item 5. The requirements set in these instructions also apply to forklift trucks owned/leased by an external party that are operated in Outokumpu's facilities and tasks.
2. The operator must be at least 18 years old and have a valid driving license (a minimum of class B).
3. The operator must have completed forklift truck operator training. Before training is arranged, a forklift truck may only be operated under the supervision of a person providing work instruction and guidance and by a special permission issued by the supervisor.
4. The operator of a forklift truck or a personnel hoist must have a written permit issued by their employer to operate the machines. Before issuing the permit, the employer must ensure that the operator has the abilities and skills to operate the equipment (Government Decree (403/2008) on the Safe Use and Inspection of Work Equipment).

5. The supplier's personnel that have been issued a written permit by their own employer to operate a forklift truck (training and a competence test) are allowed to operate the department's forklift truck provided that the employee of the said supplier has been provided induction training in the operation of the department's forklift truck and the induction has been confirmed with signatures and the area's production manager has issued a permit. The departments should document the operation permits.
6. An operator may not have a health condition that essentially weakens their ability to operate a vehicle.

2 Responsibilities, obligations and rights of a forklift truck operator

The forklift truck operator is trusted with a heavy and moving unit that, when misused, is hazardous to its surroundings. The responsibilities and obligations of the forklift truck operator include:

- The responsibility for one's own working condition.
- The responsibility for keeping the forklift truck in a good condition.
- The responsibility for the load during transport. The responsibility starts when the load is on the fork and ends when it has been safely delivered to the destination.
- The responsibility to operate a forklift truck in accordance with the instructions given, to avoid overloading the forklift truck and to not cause any danger to other workers.
- The forklift truck operator has the same responsibility than the driver of a motor vehicle in general!
- The obligation to prevent anyone from walking or standing below an elevated, loaded or empty lifting mechanism.
- The obligation to prevent unauthorized operation of the forklift truck.
- The obligation to inform work supervision of all failures and defects they notice in the forklift truck, work environment and working methods.
- The obligation to wear protective equipment and use the safety devices provided in the forklift truck.

The forklift truck operator also has rights, such as:

- The right to refuse a load that endangers safety.
- The right to refuse to operate a forklift truck that presents an obvious danger to safety or on which a repair, alteration or adjustment not authorized by the work supervision has been performed.

3 Personal protective equipment

When the operator exits the cabin, they must adhere the personal protective equipment requirements applied in the area.

4 Operating forklift trucks safely

4.1 Working in the vicinity of a forklift truck

Moving around and working in the operating area of the forklift truck is prohibited. If it is necessary to perform assistive work near the forklift truck, the movements of the forklift truck must be blocked, or safety must be guaranteed by other methods, for example, by means of a working method carefully

agreed mutually by the operator and an assisting employee and/or by ensuring unobstructed constant visibility between the operator and the assisting employee. The person performing assistive work must wear reflective clothing. Sufficient safety distances must be maintained and the dangerous area (e.g. loading and unloading area) must be separated if it is possible that a load falls or drops over or other people can unintentionally access the loading/unloading area.

A typical accident involving a forklift truck is driving over a toe or foot of a person assisting the forklift truck, a pedestrian or someone working in the vicinity of the forklift truck. Always ensure yourself that the forklift truck operator sees you before you enter the forklift truck's danger zone, such as a loading or unloading area.

4.2 Traffic regulations and working in common areas

The forklift truck operator must follow the general traffic regulations. The common areas are characterized by simultaneous and often unexpected traffic of forklift trucks and others. This may cause hazards to pedestrians and unmotorized vehicles, for example. The forklift truck operator must note the following:

- Other traffic and obstacles, in particular, must be taken into consideration indoors. **When a person enters the forklift truck's work area (3 meters in all directions from the truck's perimeters; the area may also be larger depending on the task being performed), the forklift truck should be stopped, the forks should be lowered to the ground and the truck should be switched off. Operating the forklift truck may be continued only after the person has left the area.** The definition of the forklift truck's work area does not apply to travel (moving a load for dozens of meters, at a minimum).
- Travel speed should always be adjusted to the conditions and situation in question. The forklift truck's travel speed must be such that the vehicle can be stopped safely in a visible area, taking shadow zones and visual obstructions into consideration.
- When entering or exiting halls, speed must be slowed down. In particular, attention should be paid to pedestrians and bicyclists in the vicinity of the production facilities.

During operation, the forklift truck's doors must be kept closed and the flashing warning light must be on. All forklift trucks that are operated in sitting positions must be equipped with safety belt and safety belt must be worn during operation. If phone is used during work, the task at hand must be interrupted for the duration of the phone call. When the forklift truck is driven longer distances, speaking on the phone is only allowed with a hands-free feature. Performing other activities that interfere with your concentration on the task at hand **is absolutely prohibited** while operating the forklift truck.

Accidents and collisions can be reduced by means of forklift truck traffic arrangements. Dangerous situations and accidents can be prevented by taking into consideration the needs of the forklift truck traffic, using only forklift trucks that are in a good condition and ensuring the operator has the competence required.

The operator must know the forklift truck's external dimensions and the limits of the area, such as door clearances and the width of access routes. A loaded forklift truck always has the right of way.

Entering indoor areas for which the operator has not received training is prohibited. In exceptional situations, the operator must require that another person guide them in the area.

The operator must take into consideration the seasonal differences in driving conditions and slick floors due to oil or moisture.

Dangerous situations to the forklift truck operator may be caused by a load falling from the forks and the operator jumping or falling off the forklift truck.

4.3 Lifting people

Lifting people with the forklift truck is prohibited.

4.4 Transporting people

Using the forklift truck to transport people is prohibited. Exceptions to this are situations in which occupational instruction and guidance is provided, but in these the forklift truck should be equipped with an extra seat.

4.5 Lifting a load

The size, shape, weight and center of gravity must be taken into consideration when lifting loads. Lifting loads that are too heavy is prohibited.

As a rule, a forklift truck may not be used as an installation tool or in similar tasks. If it is necessary to use a forklift truck in installation work (in the absence of other options), the persons performing the work must together plan a safe method of operation in advance and the work requires a permission from the supervisor (the supervisor of the forklift truck operator and the supervisor of the area).

4.6 Transporting a load and travelling

Start and stop the movement of the forklift truck in a flexible and steady manner. Keep the forks at a height of approximately 10–15 cm during travel and slightly higher on ramps and uneven surfaces. The load to be transported should be tied or otherwise secured to ensure it will not fall if the forklift truck is driven over uneven areas. The size, shape, weight and center of gravity must be taken into consideration when transporting loads. If the load obstructs visibility forward, the forklift truck must be driven in reverse. When driving the forklift truck down an incline, it should also be reversed. Avoid braking the forklift truck abruptly when travelling with a load.

4.7 Transporting hazardous substances

When transporting hazardous substances with a forklift truck, the operator must know the contents of the load, the action to take in case of an accident and the behavior and reactions of the substance.

Transporting loose gas bottles is prohibited. Gas bottles should be transported in designated baskets.

4.8 Parking the forklift truck

Apply the parking brake. Lower the forks.

4.9 Forklift truck falling over

If the forklift truck falls over, hold tightly on the steering wheel and stay in the cabin. Jumping out of the forklift truck is dangerous.

4.10 Reporting injuries and damage

If operating a forklift truck causes property damage or personal injuries, the supervisor should be notified immediately.

5 Forklift truck maintenance and inspections

5.1 Daily inspections performed by the forklift truck operator, alterations to the structure of the forklift truck

Careful inspection of the forklift truck increases the safety of oneself and others, reduces material damages, increases the service life of the forklift truck and improves work efficiency, cost-effectiveness and safety. The form includes inspections that the forklift truck operator / person responsible for the forklift truck should always perform before starting their shift (see an appendix).

If alterations are made to the structure of the forklift, such as changing the mast and/or installing an attachment, ensure that the alterations and the related markings are implemented professionally. Increasing the lifting height always reduces lifting capacity. Replacing the forks with attachments also always reduces the lifting capacity. **Any changes in lifting capacity must always be recorded on the load plate on the forklift truck.** The changes may not compromise the stability of the forklift truck. The changes must be carried out in accordance with the factory's change management guidelines and approved by the manufacturer.

5.2 Scheduled inspections and maintenance of the forklift truck

The forklift truck must undergo scheduled inspections and maintenance in accordance with the manufacturer's instructions. Before operating the forklift truck, the operator should ensure that scheduled inspections have been carried out on the forklift truck.

Reference: Trukinkuljettajan turvallisuusopas [Forklift truck safety manual] (The Center for Occupational Safety, 7th edition, 2012, 87 p.)

Most significant updates to previous version

Section	Change
4.2	<p>If the forklift truck is equipped with a safety belt, the belt must be worn during operation => All forklift trucks that are operated in sitting positions must be equipped with safety belt and safety belt must be worn during operation.</p>



APPENDIX: FORKLIFT TRUCK INSPECTIONS

Daily before starting work

- Are the operating methods and limitations specific to the make, type and model of the forklift truck known?
- The scheduled inspections of the forklift truck have been performed

Cabin

- The doors open, close and lock properly (Note! Do not “safety lock” the doors for the duration of operation!)
- Ensure there are no unnecessary items on the cabin floor
- Ensure nothing is hung from the controls.
- Have the windows been cleaned and does the operator have unobstructed visibility from the cabin? If not, clean the cabin windows. Poor visibility is an obstacle to work.

Combustion engine forklift truck

- Tires (tire pressure, condition, rims, attachment)
- Hydraulics (movement, hoses, oil)
- Chains (even tightness and condition)
- Lights
- Battery (condition, fluids and attachment)
- Attachment of the protective frame
- Attachment of any gas bottles
- Inspection of any fire extinguishers and oil spill kits
- Checking for leakage
- Checking the fuel level of the combustion engine and refueling
- Checking the oil level and coolant level of the combustion engine
- Testing the brakes (service brakes and parking brake), steering controls and audible signal
- Meters (functioning)
- General inspection of the lifting devices and all functions



- Checking the functioning of the reverser and speed regulator
- If you notice defects or failures in the forklift truck, contact a supervisor immediately.

Electric forklift truck

- Tires (tire pressure, condition, rims, attachment)
 - Wheels (clearance, surface, spin)
 - Hydraulics (movement, hoses, oil)
 - Chains (even tightness and condition)
 - Lights
 - Attachment of battery (condition and terminal covers)
 - Attachment of the protective frame
 - Inspection of any fire extinguishers and oil spill kits
 - Checking for leakage
 - Testing the brakes (service brakes and parking brake), steering controls and audible signal
 - Checking the battery charge level of the electric forklift truck / replacing the battery
If water is added to batteries, do so with fully charged batteries. (The water may boil)
 - Meters (functioning)
 - General inspection of the lifting devices and all functions
 - Checking the functioning of the reverser and speed regulator
 - The charger of the electric forklift truck must be switched off when connecting or disconnecting plugs (a danger of an electric arc)
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- If you notice defects or failures in the forklift truck, contact a supervisor immediately.