

<b>Nr.: T-U.29.0299.0044</b> <b>Aktuális index: 00</b>	Eredetit létrehozta: Drienyovszki Krisztián Tel.: - 6524	Oldal: 1/7 Datum: 2020.02.17.
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## Safety of forklift trucks

### Objective:

Defining the basic rules for safe operation of forklift trucks and promoting compliance with these rules at the company's site.

### Scope of validity:

Applies for drivers of forklift trucks operating on the territory of Schaeffler Savaria Ltd.

The policy shall be valid until withdrawal.

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	00	Creation of the document	2020.02.17.	Drienyovszki Krisztián	Kovács Olivér	Szigeti Tibor

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### 1. Objective:

Defining the basic rules for safe operation of forklift trucks and promoting compliance with these rules at the company's site.

### 2. Scope of validity:

Applies for drivers of forklift trucks operating on the territory of Schaeffler Savaria Ltd.

The policy shall be valid until withdrawal.

### 3. Definitions:

Truck driver: A person with a valid medical certificate and a truck driver's license.

Hoist log: Mandatory, regularly issued operating document for the truck, required by law

### 4. Description

The truck driver is responsible for observing the regulations for working with the truck, instructions for the truck and regulations detailed below.

Truck can only be driven with

- required qualification,
- valid medical certificate, and
- valid power of attorney.

#### 4.1. Truck driver's duties before the work:

- perform checks written in the hoist log
- documentation of the checks
- The fact of the fault must be recorded in the hoist log by the operator and the immediate superior must be notified
- If there is a risk of accident due to a technical fault (eg brake, steering wheel), the operation of the truck must be discontinued.

#### 4.2. Starting with the truck

- If the truck is equipped with a seat belt, it must be used
- Before starting, pull down the forks to the minimum transport height and tilt the mast to the transport position.
- If the truck has **sliding column**, always pull back the column to the final position before starting.
- The way of transport must be chosen in such a way that the driver's orientation and view do not be restricted.

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### 4.3. Driving with the truck

- Following the instructions of the traffic safety signs located on the factory site is mandatory.
- Access to crossroads and pedestrian crossings should be carried out with increased attention and at such a speed that the truck can stop safely if necessary.
- You can only drive on the pedestrian lane of mixed traffic sections if justified
- Consume food or drink, record data or use a telephone on the towing truck while driving is banned
- To drive with higher raised fork (empty or loaded) than the minimum transport position is banned.
- Moving the fork during driving is banned.
- Carriage of persons is prohibited

#### Speed

- The speed must be selected within the speedlimits in a way that the truck could stop safely in case of danger.

#### Priority rules:

- Priority should be given to pedestrians on mixed road sections, mixed traffic zones and zebra crossings.
- Priority traffic signs on two-way truck routes apply to fork lift trucks and tow trucks. The priority shall be treated in accordance with the provisions of these indications.
- Truck / Pedestrian: Pedestrian has priority
- Truck / Tow truck („small train”): tow truck has priority
- Truck / Fork truck: forklift truck has priority
- Truck / Truck: priority is given to the truck to which the priority mark applies.
- Lorry / Truck: Lorry has priority
- Other self-propelled device , vehicle / tow truck: self-propelled device has priority

Either party may surrender its priority depending on the situation.

### 4.4. General rules for lifting and moving loads

- lifting or lowering loads can only be carried out with standing truck
- Lifting with one fork is banned
- passing- or standing under a raised fork is banned
- Raise the load to the minimum transport height and then adjust the lifting mast so that the load is stable on the fork
- Standing on the fork is banned, even if it is in the lowest position.

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- Before loading, make sure that the trucks / trailers are properly secured against displacement.

#### Local rules of handling the load

- Loads up to 2 m high, ie. 2 lattice storage cages (gitterbox) (1240 \* 835 \* 970) can be lifted and transported.
- In case of unloading and loading the truck, the truck driver determines the lifting and moving height of the stack based on the cargo and load conditions, but must not endanger the safety of loading.

#### Storage:

- If the storage units are on top of each other statically and directly, the rules of stackability must be observed (these data can be found on the nameplate)
- If the storage unit is empty and the data plate is missing or illegible, the storage unit must be discarded, and using for loading or storing is banned.
- If the storage unit is loaded, but the data plate is missing or illegible, only one storey of storage is permitted, but loading on it is permitted.
- Storage in production area: Loads up to 2 m high, ie, 2 lattice storage cages (gitterbox) (1240 \* 835 \* 970) can be lifted and transported.
- Storage in logistics area: Loads up to 5 m high, ie, 5 lattice storage cages (gitterbox) (1240 \* 835 \* 970) can be lifted and transported.
- If the logistics are not stored in warehouses but in logistics blocks designated for production, safety distances and stack heights must be determined in such a way they do not endanger the physical safety of workers that in the case of a rollover.
- If the storage is on racked storage system (shelf system) the load can be handled according to the technical parameters of the truck (load chart) and the storage regulations of the working environment.
- Any storage along designated pedestrian and critical traffic sections (crossings, crossroads) that restricts traffic and visibility is prohibited.

#### **4.5. Truck parking rules**

- Truck can be stopped only in places where it does not impede the traffic, ensure free access to objects of fire safety, and do not block the entrances of them.

#### **4.6. Maintenance, service**

- The fact of the fault must be recorded in the hoist log by the operator and the immediate superior must be notified
- If a technical fault can cause an accident (eg brake, fork, hydraulics), the truck must be stopped and the supervisor must be notified

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- The immediate superior must inform Schaeffler Savaria forklift repair specialists and the forklift administrator
  - The technical fault can only be rectified by a truck service technician

#### Refueling of forklift trucks with an internal combustion engine

- Diesel trucks may only be burned out in accordance with the technical and maintenance requirements in an inert, neutral yard area.
  - Complete the fuel record log at each refueling is mandatory.

#### Charging the battery of electric trucks

- If the battery exchange device cannot be used, the replacement must happen at least with two people.

#### **4.6 What to do in case of damage**

- Damage or accidents must be reported immediately both of the superior and the security service
- The machine causing the damage must be stopped immediately and it is forbidden to change the location until the arrival of the security service.
- After an accident, the truck driver who caused the damage must be tested for intoxication
- All incidents are recorded by the security service and must be signed by the person who caused the damage.

#### **5. Process and jurisdiction**

Direct supervisors (and, in the case of an outsider, supervisors, and contacts) are responsible for implementing and enforcing these work instructions. It is also the duty of the workplace community to warn those who break the rules.

Violation of work instructions may result in disciplinary action.

#### **6. . Information and comment**

See at point 6.1.

##### **6.1. Kapcsolódó dokumentumok**

T-U.29.0299.0039 Work Instruction of Traffic Safety at Schaeffler Savaria Ltd

[T-U.29.0299.0043 Safety of Electric tow trucks](#)

[T-U.29.0299.0044 Safety of Electric forklift trucks](#)

[T-U.29.0299.0035 Safe handling of tipping containers](#)

##### **6.2. Irodalomjegyzék**

- Decree on the issuance of Lifting Safety Regulations 47/1999. (VIII. 4.) GM

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- Truck operating instructions

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