



*A Tradition of Excellence*

# **Claims Administrative Services, Inc.**

## *Warehouse*

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**CLAIMS ADMINISTRATIVE SERVICES, INC.**

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## **INTRODUCTION/OVERVIEW**

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

## **SAFETY RULES**

The following are some important general warehouse personnel safety rules that each employee is required to follow:

1. Before loading and unloading a truck, set the brakes.
2. Do not move a truck before all persons are properly seated or protected from the hazards of a shifting load.
3. Do not hot rod fork-lifts or pallet jacks.
4. High lift rider trucks must be provided with an overhead guard.
5. Know the location of eye wash stations when handling batteries to be charged.
6. "NO SMOKING" signs should be posted in battery charging areas.
7. Keep vent caps off of batteries to prevent the build up of gases.
8. Cover vent openings with a cloth.
9. Lower forks to the ground when the truck is not in use or the operator is more than twenty five feet away.
10. Always travel with the load lowered.
11. Check the trucks daily or after each shift.
12. Travel backwards if the view to the front is obstructed by the load.
13. Do not overload lifts or hoists.
14. Keep out from under loads.
15. Do not jump off docks, pickup trucks, or other elevated surfaces.
16. Keep aisles unobstructed.
17. Stow pallets flat.
18. Do not store highly combustible chemicals in a warehouse. These should be kept in a separate storage area.
19. Avoid stacking materials on the floor. Use shelves when possible.
20. Forklift operators should be properly trained and qualified before using the vehicle.



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21. Each forklift should have a horn and backup warning noise. The horn should be used at every intersection.
22. When moving a load do not stop quickly; make sharp turns slowly.
23. Never carry hitchhikers. Forklifts were made for one person.
24. Never run over objects lying in the floor and try to avoid chuck holes. These hazards could easily topple the load.

## **FORKLIFT TRUCKS**

1. Forklift trucks shall be examined before being used. Check the operator controls, brakes, fluid lines and levels, lights, filters, safety devices (horn, fire extinguisher, etc.), backup horns, and the movement of the fork.
2. Unless qualified, the operator should not attempt to make any repairs.
3. Portable and powered dockboards shall be strong enough to carry the load imposed on them.
4. Portable dockboards shall be secured in position, either by being anchored or equipped with devices which will prevent their slipping.
5. Handholds, or other effective means, shall be provided on portable dockboards to permit safe handling.
6. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
7. Only loads within the rated capacity of the forklift truck shall be handled.
8. A load engaging means (forks) shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
9. Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
10. The operator shall:
  - a. Maintain a safe distance (recommended 3'-5') from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
  - b. Assure efficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
  - c. Observe all traffic safety rules, including authorized plant speed limits.
  - d. Maintain a safe distance, approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
  - e. Yield the right of way to pedestrians.



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- f. Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations.
  - g. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
  - h. Look in the direction of, and keep a clear view of the path of travel.
  - i. Travel the load trailing if the load being carried obstructs forward view.
  - j. Cross railroad tracks diagonally whenever possible.
  - k. Operate at a speed, under all travel conditions, that will permit the forklift truck to be brought to a stop in a safe manner.
  - l. Slow down for wet and slippery floors.
  - m. Properly secure dockboard or bridgeplates before they are driven over. Dockboard or bridgeplates shall be driven over carefully and slowly and their rated capacity never exceeded.
  - n. Approach elevators slowly, and then enter squarely after the elevator car is properly leveled.
11. The operator shall not:
- a. Operate a forklift truck while using prescription or over the counter medications that may interfere with the safe operation of the forklift truck in any manner.
  - b. Drive forklift trucks up to anyone standing in front of a bench or other fixed object.
  - c. Run over loose objects on the roadway surface.
  - d. Allow persons to stand or pass under the elevated portion of any truck, whether loaded or empty.
  - e. Park closer than eight feet from the center of railroad tracks.
  - f. Allow any person to ride on forklift trucks except the operator, unless the forklift truck has provisions for passengers.
  - g. Place arms or legs between the uprights of the mast or outside the running lines of the truck.
  - h. Use forklift truck for opening or closing freight doors.
  - i. Block fire aisles, access to stairways, or fire equipment with the forklift truck or the load being handled.
  - j. Pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
  - k. Participate in stunt driving or horseplay.
  - l. Push or tow other forklift trucks.



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12. An overhead guard shall be used as protection against falling objects.
13. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it falling rearward.
14. Only approved industrial trucks shall be used in hazardous locations.
15. Lift truck operators should know the weight of the load prior to moving the load.
16. Standing on a truck or adding counterweights to compensate for an overload will not be permitted.
17. Operators should never attempt to operate a truck with an overload. Such a load is dangerous because it removes weight from the steering wheels, which affects the steering.
18. Extreme care must be taken when mast and load are raised high.
19. When lifting a load, always check for any overhead obstructions that might be damaged or cause the load to spill or topple the truck.
20. Always heed instructions about stacking height.
21. Never allow other workers to stand nearby when you stack materials.
22. Do not stack material in aisles or roadways.

