

## Appendix F

# Load Handling Procedures

The following load handling procedures are general guidelines for vertical mast forklifts and telehandlers. The steps may be different based on the vehicle model you are operating, the type of load being handled, the attachment being used, or the characteristics of the work zone. Refer to the operator's manual for the forklift you are operating, the attachment manual (if using an attachment), and employer policy.

### General

- Put the vehicle in neutral and set the parking brake before lifting/placing load.
- Look in the direction of travel when driving in reverse.

### Lifting a Load

1. Approach the load slowly and carefully.
2. Square the forklift to the load.
3. Level the mast/carriage so that there is no tilt.
4. Adjust the width of the forks to fit the load.
5. Position the forks to be level with the pallet.
6. Drive the forks fully under the load.
7. Lift the load only as much as needed for safe travel.
8. Tilt the mast back for added stability.

## Placing a Load

1. Position the vehicle in a location where even or sloped surfaces are minimized.
2. Square the forklift to the placement area.
3. Level the mast/carriage so that there is no tilt.
4. Position the load to the necessary height.
5. Inch forward slowly and carefully.
6. Lower the load.
7. Lower the forks until the load is disengaged.
8. Back out slowly.
9. Position the mast/boom for safe travel.

## Placing a Suspended Load

1. Check that the landing point is level and can support load.
2. Check the capacity chart for boom extension range (telehandler).
3. Align the load to the placement height.
4. Position the mast/boom above the placement area.
5. Lower the load until it is in position.
6. Disconnect the load from the attachment.
7. Back out slowly.
8. Position the mast/boom for safe travel.