



KEEP SAFE

A Monthly Publication for Texas Electric Cooperatives

January 2010

Forklift safety

Forklift trucks are a necessity in most plant and warehouse facilities. Although the risks associated with operating machinery are ever-present — collisions, tipping, falling cargo, to name a few — there are rules organizations and operators can follow to prevent these and other incidents from occurring.

Safe operation

The safe operation of forklift equipment not only reduces risks to life and property, but also allows for the efficient and profitable handling of materials.

Most importantly, forklift operators must be trained and qualified to operate the specific truck that he or she has been assigned, closely following all instructions provided by the vehicle manufacturer. There are also general guidelines all operators can use to help ensure safe operation:

For general operation...

- ◆ **Get approval:** Gain authorization before beginning any forklift operation.
- ◆ **Safety checks:** Before each job, inspect brakes, steering controls, forks, hoists, warning devices, lights, and any hazardous conditions. Any defects should be immediately reported to a supervisor.
- ◆ **Hazards:** Determine the job to be done and any special instructions concerning possible hazards, including the handling of any hazardous or toxic substances.
- ◆ **Overhead protection:** make sure overhead protection is in place and at adequate projection above the truck.

When loading the truck...

- ◆ **Capacity:** Know the capacity of the vehicle and load within its limits.
- ◆ **Overloading:** Do not move a questionable or unsafe load. Inspect for overload, loose materials or poor balance.
- ◆ **Engaging the load:** Avoid lifting loads with one fork of the forklift truck. Position loads evenly on the forks for proper balance.



- ◆ **Pushing loads:** Do not push heavy loads or move boxcars with one corner of a truck.

- ◆ **Working clearance:** Use special care and watch swinging motion when working from high stacks and when handling long lengths of pipe, bar stock, lumber, etc. Use special care and check overhead room when stacking materials near heaters, electrical wiring, pipes, or other fragile or dangerous equipment.

- ◆ **Collisions:** Avoid striking any object with the fork tips. Slow down and be especially alert at cross aisles; sharp curves; ramps; dips; blind corners; on wet, slippery, or rough floors; in congested areas; and when vision is limited or obstructed.

- ◆ **Carrying the load:** Keep the load on a lift truck against the carriage. Keep the mast of the truck tilted back to cradle the load. When lifting, lowering or carrying loads, remember to keep the mast of the vehicle slightly tilted back — never forward. Lift loads slowly and avoid any jerking motion.

- ◆ **Load position:** Never travel with a raised load. Carry the load as close to the floor as possible.

(forklift continued on page 2)

Happy New Year

Use non-prescription drugs safely

(forklift continued from page 1)

As more medications become available without prescriptions, we must become more diligent to avoid drug misuse and/or overdosing.

These steps are recommended before you begin using any over-the-counter (OTC) medication:

❖ **Limit your use to the recommended dosage.** Also, abide by the time limits set by the manufacturer. It does no good to take medications more often than recommended. If the symptoms aren't relieved, consult your doctor.

❖ **Be aware of drug interactions that may occur with certain medications.** Sometimes foods or beverages can change the effectiveness or safety of drugs. For instance, alcohol should be avoided when taking most cold/flu remedies. Ask your pharmacist if you have any questions.

❖ **Find out what types of drugs to avoid if you have a medical condition.** Some medications contain ingredients that could worsen high blood pressure, asthma, glaucoma, diabetes or kidney disease. Read labels and package inserts carefully.

❖ **Pay attention to warnings.** If a medication says it may impair motor skills or cause drowsiness, you should not drive or operate equipment. Some antihistamines, for instance, can impair driving ability as much as a blood-alcohol level of 0.05. Wait until the side effects have worn off before resuming work or driving a vehicle.

❖ **Don't overuse OTC drugs.** Many medications can become habit-forming if used excessively. Sleeping aids, diet pills, laxatives and decongestants are examples. Nasal tissues adapt to the presence of spray decongestants, for instance, and then react to their withdrawal by producing the same symptoms of congestion for which the product was used. Don't let OTC medications become a habit.

Source: First Draft

◆ **Starting and stopping:** Start and stop trucks gradually and slowly. Always look around before starting to move.

◆ **Safe driving:** Establish and strictly enforce a traffic pattern and speed limit. Prominently display stop signs and other directional signage. Keep aisles adequately lit, free from clutter and well-marked. Use special care when approaching intersections and drop areas.

◆ **Ramps and inclines:** Use a low gear when going down ramps or steep grades. Keep the load in the front on upgrades and in the back on downgrades.

◆ **Docks and platforms:** Keep clear of the edge of loading docks and platforms.

◆ **Unloading:** Tilt an elevated load forward only when it's directly over the loading place. Keep the load as low as possible.

— 5 minute safety talk
National Safety Council

Dates to remember....

2010 Scholarship Application Deadline
January 15

Scholarship Golf Tournament
March 16

2010 Loss Control Conference
March 17 - 19

Renaissance Hotel, Austin

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2010 TEC LOSS CONTROL SCHOOLS (29 Schools)

Metering School (Merkel)	January 5 – 8
Transformer School (Gilmer)	January 12 - 15
Regulator, Recloser, Capacitor School (Gonzales)	January 26 – 29
Transformer School (Livingston)	February 2 - 5
Transformer School (Merkel)	February 23 – 26
Advanced Pole Climbing School (Gonzales)	February 23 - 26
Regulator, Recloser, Capacitor School (Tahoka)	March 9 – 12
Underground School (Quitman)	March 22 – 26
Metering School (Sulphur Springs)	April 6 – 9
Regulator, Recloser, Capacitor School (Livingston)	April 13 – 16
Basic Pole Climbing School (Gonzales)	April 20 – 23
Hotline 1 – 4 School (Henderson)	April 26 – 30
Basic Pole Climbing School (Gilmer)	May 4 - 7
Hotline 1 – 4 School (Merkel)	May 10 - 14
Transformer School (Gonzales)	May 18 – 21
Transformer School (Tahoka)	May 25 – 28
Metering School (Livingston)	June 8 – 11
Underground School (Gonzales)	June 14 - 18
Basic Pole Climbing School (Tahoka)	June 22 – 25
Regulator, Recloser, Capacitor School (Merkel)	June 29 – July 2
Troubleshooting School (Gonzales)	July 20 – 23
Metering School (Fredericksburg)	August 10 - 13
Troubleshooting School (Livingston)	August 24 - 27
Hotline 1 – 4 School (Gonzales)	Aug 30 – Sept 3
Underground School (McGregor)	September 13 - 17
Hotline 1 – 4 School (Levelland)	September 20 – 24
Underground School (Levelland)	October 4 - 8
Underground School (Merkel)	October 18 - 22
Hotline 1 – 4 School (Livingston)	October 25 – 29