

Loading and unloading with forklift

life-saving rules for drivers

1 Basic rules to get you started

Loading and unloading may commence if:

- the engine is switched off,
- the load compartment is open
- the vehicle is secured against unwanted movement with wedges and ignition keys removed,
- the loading area is cleaned before loading,
- the operation takes place only in designated areas.

Front wheel chock rules

The warehouseman - the driver of the handling truck - starts loading/unloading only after the truck driver guarantees that his vehicle is secured against movement.

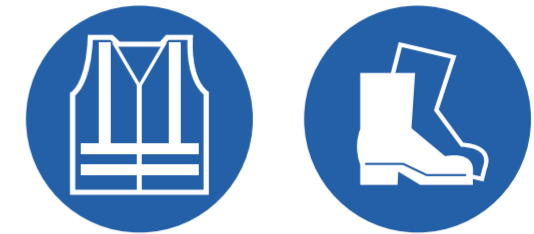
The chocks are placed under the left front wheel (driven axle) near the driver's cab. If the chocks are not in place, I cannot start loading.

The chocks are removed after the loading or unloading of the vehicle has been completed by mutual agreement between the drivers.



2 Conditions for commencement and progress of loading

Every employee and contractor must always wear a reflective safety vest or other clothing with reflective elements and safety shoes type S1 before unloading and loading of goods.



Access to the warehouse is only possible with a security dept. permit.

The maximum outside speed limit is 16 km/h. Adjust your speed according to the load being carried and the surroundings, the traffic situation, visibility, traffic, pedestrian conditions and other circumstances so as not to endanger others. Inhouse and crank limit 5 km/h.



3 Rules for lorry drivers

The driver is required to chock the vehicle before starting to unload.

In case of non-compliance, the unloading cannot start. Each transporter is obliged to provide his own wedges according to point 1.

It is forbidden for the carrier to operate levelling bridges and lift gates.

Drivers are not allowed to handle Alza equipment (readers, electric trolleys) in the warehouse area.

The driver is obliged to respect the instructions of the head of the workplace.

Before leaving the ramp, the driver of the vehicle must check that there are no persons in the vehicle.

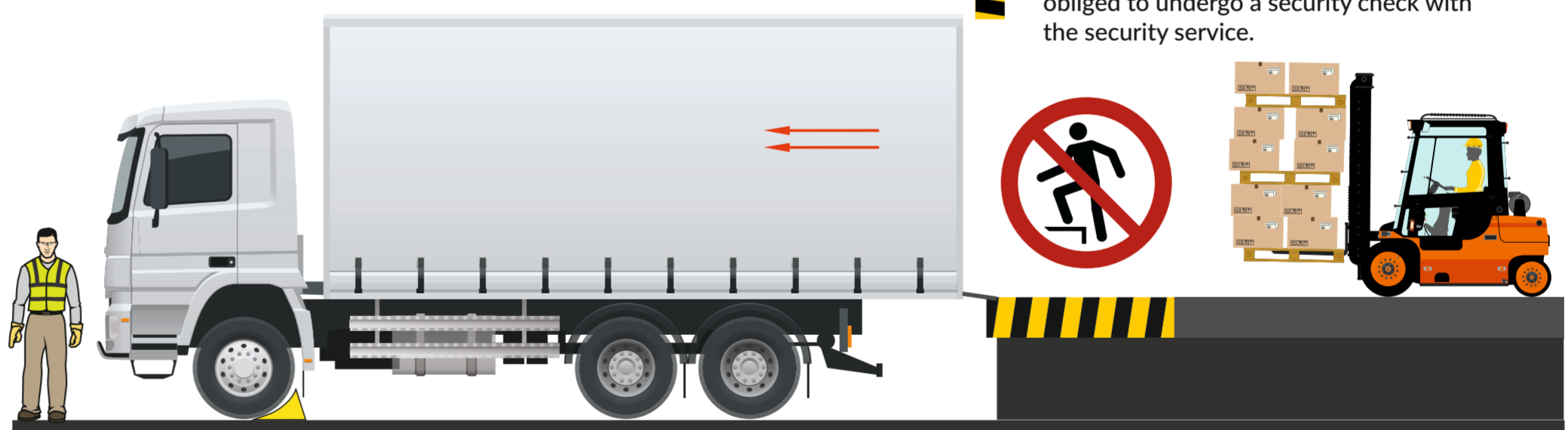
The driver may leave the ramp only on the instruction of the unloading officer and after handing over the transport documents.

In the event of damage to the company's property by the carrier, the driver is obliged to immediately inform the operations manager and subsequently present the mandatory contractual insurance and personal identifiers necessary to resolve the damage.



Smoking and the use of open flames is prohibited in the warehouse and ramp areas.

In case of suspicion of alcohol or psychotropic substances consumption, SBS employees are entitled to subject the driver to a breath test / test for psychotropic substances (before entering the warehouse or during unloading).



4 Conditions for interruption of work

If the driver needs to make a necessary intervention on his truck during loading/unloading, the driver of the forklift truck must immediately stop the manipulation in progress, put the forks (and the load) on the ground and wait until the truck driver gets back to the designated waiting area next to the cab. Without giving consent and stopping the forklift, the driver himself will never step outside the designated area and even then will not walk closer than 1.5m to the forklift.



5 Moving around and making calls

The use of mobile phones, congregating and/or waiting in the storage and handling area while the forklift is in motion is strictly forbidden to anyone (with the exception of the driver waiting area). This applies to persons moving around the premises as well as those remaining on site. The driver is standing in the designated area.



6 Measures against collisions with pedestrians

Drivers are not allowed to stand at the forklift truck and navigate the forklift truck driver during unloading/loading, or move their sideboards during loading/unloading in the zone alongside the trailer. They must stand in a designated area near the cab or outside the area during loading.

Forklifts have right of way over pedestrians in open areas on the premises, entering the Forklift work area is prohibited. The minimum safe distance from the forklift truck is 1.5 m. It is only possible to enter the working area of the forklift truck when eye contact with the forklift truck driver is made and there is no danger from the movement of the forklift truck and load. The driver must not set the forklift in motion if there is a pedestrian in the working area of the forklift. Red lights alongside the trucks (if equipped) will help you determine the 1.5 m distance - they must be correctly adjusted/set. Check the settings before driving and continuously during the shift.