

# Industrial Low Lift (Class III)

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# Introduction

Welcome to the Industrial Low Lift (Class 3) Training Module. This module is designed to provide you with essential knowledge and skills for the safe and efficient use of Class 3 lift trucks, commonly known as electric motor hand trucks or pallet jacks.

The training will cover the unique features and functionalities of these vehicles, emphasizing the importance of adhering to safety protocols to prevent accidents and injuries. You'll learn best practices for operating Class 3 lift trucks, ensuring both your safety and the safety of your colleagues.

Whether you're a new operator seeking certification or an experienced professional looking for a refresher, this training aims to enhance your operational efficiency and contribute to a safer workplace environment. Let's dive in and equip ourselves with the crucial guidelines and effective techniques necessary for the safe operation of Class 3 lift trucks.

# What is a Class 3 Lift Truck?

A Class 3 lift truck, also known as an electric motor hand truck or pallet jack, is a type of industrial vehicle used primarily for moving palletized loads within warehouses and distribution centers.

Here are the most common types of class 3 lift trucks:

- ◆ **Electric Motor hand Trucks** – these are basic, hand-operated pallet jacks that are manually moved by the operator
- ◆ **Walkie Pallet Jacks** – A motorized pallet jack that the operator walks behind and steers using a handle
- ◆ **Rider Pallet Jacks** – Similar to walkie pallet jacks but designed for the operator to ride on

# Class 3 Lift Trucks

Rider Pallet Jack



Walkie Pallet Jack



# Operator Competency

According to the **Occupation Health and Safety Act (OHSA)**, lift truck operators must demonstrate competency and understanding of the safety regulations associated with the lift truck they are using.

A competent operator is a person who:

- ◆ Is qualified because of their training, knowledge and experience
- ◆ Is familiar with and understands the provisions of the Act and the regulations that apply to the work
- ◆ Has knowledge of any potential health or safety hazard in their workspace

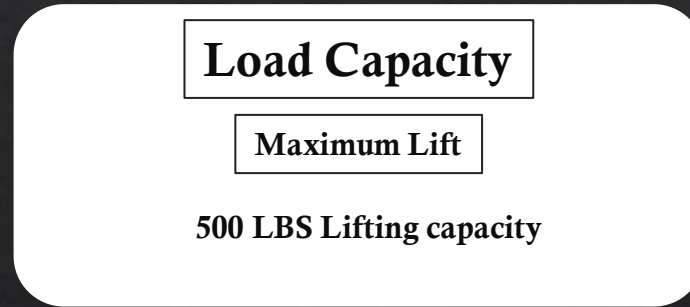
# Pre-Shift Inspections

After the inspection has concluded, the inspection sheet should be filled out in accordance to the inspection and submitted at the end of your shift.

By checking these things regularly and reporting any defects immediately, you can extend the life of the lift truck and protect your well-being, as well as the safety of others.

# Load Capacity

By law, every lift truck must be affixed with a load capacity plate that displays crucial information about how much weight can be lifted with a particular lift truck and is specific to that truck.



Industrial low lift trucks were designed specifically for transporting materials, the transportation of people is strictly prohibited. Riding trucks that are designed for a walking operator is also against health and safety regulations.

# Recognizing Common Hazards

Operating a Class 3 lift truck, such as an electric motor hand truck or pallet jack, involves several hazards that operators must be aware of to ensure safety. One of the primary risks is the potential for collision with other workers or objects, especially in confined spaces where visibility might be limited.

The most common accidents that occur with low lift trucks are:

- ◇ Collisions with coworkers and other objects
- ◇ Rolling wheels off the edge of docks and platforms
- ◇ Losing a load due to improper operation of the truck
- ◇ Losing a load due to improper training or instruction
- ◇ Over loading the truck
- ◇ Pinching body parts or appendages between the truck and fixed objects
- ◇ Not yielding to the pedestrian right of way
- ◇ And more...

# Safe Operating Techniques

## Manual Pallet Mover and Powered Hand Trucks

- ◇ **Raise the forks** – ensure there is at least a 4-6 inch gap between the floor and the forks
- ◇ **Maintain Control** – always stay within arms reach of the control handle

## Riding Pallet Movers (Walkie Riders)

- ◇ **Stabilize the load** – items should be placed so that the load remains stable while travelling. Interlocking the items and shrink wrapping is highly recommended to help keep the load stable
- ◇ **Inspect the pallet** – damaged pallets can cause the load to be unstable and should be repaired as soon as possible to avoid
- ◇ **Practice** – just like any other lift truck, is it always recommended that you learn the capabilities of the lift truck to utilize it correctly
- ◇ **Fork Placement** – always center the load on the forks, this will ensure that the load is balanced
- ◇ **Loading** – after lowering the forks, slowly enter the pallet, avoiding the center stringer. Raise the load and sound the horn for pedestrians. If the lift operates but won't lift the load, your battery is low and needs to be charged
- ◇ **Safe Travelling** – Walkie Riders are designed so that the operator can travel with the load behind them, this will increase visibility
- ◇ **Entering elevators** – when entering an elevator, always enter with the load in front of you. This will allow you to exit the elevator with better visibility

# Considerations Before Lifting a Load

There are many factors to consider when attempting to lift a load, with ensuring the load is stable and within the lift capacity of the lift truck you are using being the key points to remember.

Other things to consider are:

- ◆ Is the load classified as dangerous goods?
- ◆ How high will the load need to be lifted?
- ◆ Is the path a travel free of clutter and clear of obstacles?
- ◆ Do I need PPE before handling the load?
- ◆ How well will I be able to see while handling the load?

# Loading and Unloading Trailers

Loading and unloading public carriers with Class 3 lift trucks demands a high level of safety awareness and adherence to best practices. This process involves multiple potential hazards, from the stability of the load to the condition of the surrounding environment.

Other things to consider:

- ◇ Ensure the trailer has been properly chocked and squarely backed in
- ◇ Check that the dock plate is securely in place and that it is free from damage and defects
- ◇ Ensure the dock lock is secured and free from obstructions
- ◇ Before bringing the lift truck into the trailer, check the condition of the floor. Check the floor is free from defects.
- ◇ Is there sufficient lighting entering and exiting
- ◇ Ensure there is sufficient clearing for the lift truck
- ◇ Check for special precautionary labels that might be affixed to the load (WHMIS, TDG, etc.)
- ◇ Ensure no personnel are in the trailer
- ◇ Always sound the horn when entering or exiting the trailer

# Handling the Load

When picking up or setting down a load with a Class 3 lift truck, careful attention to detail and adherence to safety protocols are essential.

Before picking up the load:

- ◆ Ensure the load is stable, secure and evenly distributed
- ◆ Check that the pallet is in good shape and free from defects
- ◆ Ensure the path of travel is wide and tall enough to fit the load
- ◆ Check the contents for any special handling instructions

# Battery Safe Handling Procedures

It's important, before the battery is charged, to check the electrolyte level and ensure that it is approximately 1/8 inch (3mm) from the top vent. Cells that require more water should be done promptly, keeping the level 1/8 inch above the separator inside the battery cell.

The most common error when filling the electrolyte levels is overfilling them. Doing this can cause corrosion and leakage between cells which in turn cause lessening of the life span of the battery. Any spills must be immediately neutralized with baking soda and water.

By incorporating these procedures into your daily inspections, you can ensure the safety of yourself and others and effectively extend the life of your truck's batteries.

# Charging Lift Trucks

Once you are ready to charge your truck, follow these steps:

- ◆ Ensure the truck is turned off by switch the key to the off position
- ◆ Remove the battery connects from the truck and attach the charging connector, never to the truck
- ◆ Ensure there is no damage or excessive wear to charger or connectors
- ◆ Turn on the charger
- ◆ Once fully charged, turn off the charger before disconnecting the connectors

Always make sure to use the required personal protective equipment (PPE) and that there is an eyewash station nearby in case of accidental contact with liquids. If acid makes contact with your skin or eyes, rinse immediately for 15 mins and seek medical attention.