



Digitize, Automate Safety Toolbox Talks, & Save Time.

Topic: End-of-Shift Forklift Parking and Securing

Date: _____

Time: _____

Location: _____

Team / Department: _____

Talk Conducted By: _____

Have you ever noticed how something as routine as parking a forklift can make a significant difference in workplace safety? Proper parking and securing of forklifts at the end of your shift not only helps to prevent accidents but also contributes to a smoother operation. It's a small step that makes a big impact.

Why Proper Parking Matters

Parking forklifts correctly at the end of a shift isn't just a good habit; it's a safety necessity. Properly parked forklifts enhance the workspace's order and safety. Here's why it matters:

- **Prevention of accidents:** Forklifts left unsecured can roll or tip over, posing a danger to coworkers.
- **Protection of equipment:** A well-parked forklift is less likely to incur damage from accidental bumps or collisions.
- **Save time:** Proper parking means starting your shift with an organized area, minimizing searching time.

Steps for Safe Parking

It's vital to follow specific steps when parking and securing forklifts. Here is a straightforward guideline to make this process easy:

- **Choose the right parking spot:** Always park in designated forklift areas. This keeps pathways clear for other workers and equipment.
- **Lower the forks:** Before shutting down, lower the forks to the ground. This practice prevents potential tipping and reduces the risk of accidental injuries.
- **Turn off the engine:** Once parked and the forks are lowered, turn off the engine to ensure that the equipment cannot be accidentally activated.
- **Set the parking brake:** Always engage the parking brake to secure the forklift in place. This step is vital, especially if you're parking on an incline.
- **Remove the keys:** Take the keys with you or secure them in a designated area. This action minimizes the risk of unauthorized use.

- **Conduct a final walk-around:** Before leaving, do a quick check around the area to ensure everything is secure and in order.

Real-World Scenarios

Let's think about a couple of situations to illustrate the importance of these steps:

- **Scenario 1:** A forklift is left with its forks elevated. Overnight, a maintenance worker tries to walk underneath the forklift, not realizing it's still partially operational. This may lead to a serious injury if the machine is inadvertently moved. Properly lowering the forks would have eliminated this risk.
- **Scenario 2:** After a busy shift, a forklift operator forgets to engage the parking brake. The next morning, the forklift rolls and collides with a wall, causing damage to both the forklift and the building. Engaging the brake may have completely prevented this situation.

Common Mistakes to Avoid

Even with good intentions, it's easy to slip into bad habits. Here are some mistakes to keep in mind:

- **Leaving forks elevated:** This can lead to instability and create hazardous conditions.
- **Not using the parking brake:** Forgetting this step is a common oversight but can lead to dangerous situations.
- **Parking in a non-designated area:** This can obstruct traffic and create unsafe conditions for other employees.

Conclusion

Taking a few moments at the end of your shift to park and secure your forklift properly can save lives and prevent costly damages. Remembering the simple steps of lowering forks, turning off engines, and engaging parking brakes can make a world of difference. Let's commit to making our workplace a safer environment, one forklift at a time.

Attendees:

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