



Forklift Operation Procedure

Viking Reinforcing Ltd. – Fabrication Yard Operational Procedure
Forklift Operation for Rebar Handling – Parksville, British Columbia

Document Control

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Activity	Forklift Operation
Standard	ISO 45001:2018 Clause 8.1 – Operational Control
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1. Purpose

This procedure establishes the safe operating requirements for forklifts used in Viking Reinforcing fabrication yard operations. The objective is to ensure safe movement of reinforcing steel bundles and materials while preventing struck-by, tip-over, and load handling incidents.

2. Scope

This procedure applies to all Viking Reinforcing employees authorized to operate forklifts within the Parksville fabrication yard.

3. Responsibilities

Director of Maintenance – Sean Vetra

- Ensures forklifts are maintained and safe to operate.

Chief Safety Officer – Dan Ansell

- Ensures operator training and safe operating procedures.

Yard Foreman – Matt Warawa

- Supervises forklift operations and yard traffic safety.

Forklift Operators

- Operate forklifts safely and perform required inspections.



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4. Training and Certification Requirements

Forklift operators must:

- Be trained and deemed competent in forklift operation
- Understand load handling and stability principles
- Understand yard traffic rules and pedestrian safety
- Complete refresher training when required

Training must be recorded using FORM-OHS-11 – Worker Training Record.

5. Required Personal Protective Equipment

Operators must wear:

- Hard hat
- Safety glasses
- High visibility clothing
- CSA approved safety boots
- Seatbelt while operating forklift

6. Hazards Associated with Forklift Operation

Primary hazards include:

- Forklift tip-over
- Struck-by hazards
- Falling loads
- Pedestrian collisions
- Pinch points when loading steel bundles

7. Pre-Use Inspection

Operators must inspect forklifts before use including:

- Tires
- Forks and mast
- Hydraulic lines
- Warning lights and alarms
- Steering and brakes
- Seatbelt

Inspection must be recorded using FORM-OHS-12 – Equipment Pre-Use Inspection Form.

8. Safe Operating Procedure

1. Complete pre-use inspection.
2. Ensure load capacity is not exceeded.
3. Keep forks low when traveling.
4. Travel slowly and maintain visibility.



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5. Use horn when approaching corners or pedestrians.
6. Ensure loads are stable before lifting.
7. Never allow riders on forklift.
8. Park forklift safely when not in use.

9. Rebar Bundle Handling

When lifting reinforcing steel bundles:

- Ensure forks are properly spaced
- Keep load balanced
- Avoid sudden movements
- Never lift loads above people
- Maintain safe travel speeds

10. Prohibited Practices

Operators must not:

- Operate forklift without training
- Carry passengers
- Lift unstable loads
- Travel with elevated loads
- Use mobile phones while operating

11. Emergency Procedures

In the event of an incident:

1. Stop the forklift immediately.
2. Secure the area.
3. Provide first aid if required.
4. Report the incident using FORM-OHS-02 – Incident Report Form.

12. Records and Documentation

FORM-OHS-12 – Equipment Pre-Use Inspection

FORM-OHS-11 – Worker Training Record

FORM-OHS-02 – Incident Report Form

LOG-OHS-05 – Equipment Maintenance Log

REGISTER-OHS-02 – Corrective Action Register

13. Continuous Improvement

Inspection findings, incident reports, and operator feedback will be reviewed to improve forklift safety and yard traffic management.