



Telehandler Operation Procedure

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

Document Control

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Activity	Telehandler Operation
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1. Purpose

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

2. Scope

This procedure applies to all Viking Reinforcing employees authorized to operate telehandlers within the Parksville fabrication yard or on construction sites.

3. Responsibilities

Director of Maintenance – Sean Vetra

- Ensures telehandlers are maintained and safe to operate.

Chief Safety Officer – Dan Ansell

- Ensures operator training and safe operating procedures.

Yard Foreman – Matt Warawa

- Supervises telehandler operations and yard traffic safety.

Operators

- Operate telehandlers safely and perform required inspections.



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4. Training and Certification Requirements

Telehandler operators must:

- Be trained and deemed competent in telehandler operation
- Understand boom stability and load charts
- Understand terrain hazards and safe travel
- Complete refresher training when required

Training must be documented 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 telehandler

6. Hazards Associated with Telehandler Operation

Primary hazards include:

- Machine tip-over due to boom extension
- Struck-by hazards
- Falling loads
- Pedestrian collisions
- Uneven terrain instability
- Suspended load hazards

7. Pre-Use Inspection

Operators must inspect telehandlers before use including:

- Tires
- Boom and hydraulic lines
- Forks or attachments
- 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. Review load chart and ensure capacity is not exceeded.
3. Keep boom retracted when traveling.



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4. Travel slowly and maintain visibility.
5. Use horn when approaching blind corners or pedestrians.
6. Ensure loads are secure before lifting.
7. Never allow riders on equipment.
8. Park telehandler safely when not in use.

9. Rebar Bundle Handling

When lifting reinforcing steel bundles:

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

10. Prohibited Practices

Operators must not:

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

11. Emergency Procedures

In the event of an incident:

1. Stop the machine 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



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13. Continuous Improvement

Inspection findings, incident reports, and operator feedback will be reviewed to improve telehandler safety and yard material handling practices.