

Operating Instructions Lift truck

Building: SupraFAB

Area of application:
Freie Universität Berlin
Altensteinstr. 23a



Operating Instructions – Transportations with a Lift Truck

According to Occupational Health and Safety Regulation

Work space: SupraFAB

Work station: whole Building

Hazards for people and the environment



Overturning of the hand pallet truck.

Falling loads.

Hitting persons and equipment.



Risk of crushing and impact to hands and feet.

Protective measures and rules of behaviour



The operating instructions for the hand pallet trucks must be observed.

Hand pallet trucks may only be used by persons who have been instructed and authorized.

Roller driving" with the hand pallet truck is not permitted.

It is expressly forbidden for other persons to ride along.

Safety shoes must be worn when operating hand pallet trucks.

is mandatory.

All asphalted or paved paths in the outdoor area as well as

necessary transportation routes in corridor areas are permitted.

When handling loads, it must be ensured that:

- the load is securely supported,
- the path and the view in the direction of travel are clear,
- stability is guaranteed.

When parking/leaving the pallet truck, the driver must:

- keep the traffic routes clear,
- keep a sufficient distance from doors, gates and intersections (this does not apply to shelving and areas marked as storage areas),
- secure the pallet truck against rolling away.



Behaviour in case of danger

Inform the person responsible for the area immediately in the event of faults!

In case of fire: Keep calm!

Call the fire department on 112! Inform the central control room on 5511

Warn employees!

Fight the fire with a powder or foam extinguisher! Pay attention to self protection.



First aid

Inform first aiders (see alarm plan). Treat minor injuries immediately and enter them in the first aid book.


In the event of more serious injuries, consult a general practitioner or call an emergency doctor.

Inform the workshop management.

Rescue service: **112**



Proper disposal-Inspection

| | | | |
|--|--|--|--|
| | Operating Instructions Lift truck | Building: SupraFAB |  |
| | | Area of application: Freie Universität Berlin Altensteinstr. 23a | |

Repairs may only be carried out by authorised, qualified persons. Regular inspections may only be carried out by authorised persons.

For further questions, please contact the Occupational Safety department

Tel.: -54495

Date and signature of the division manager: