

# Forlift Training: Yale Order Selector



Alder Companies Safety Training

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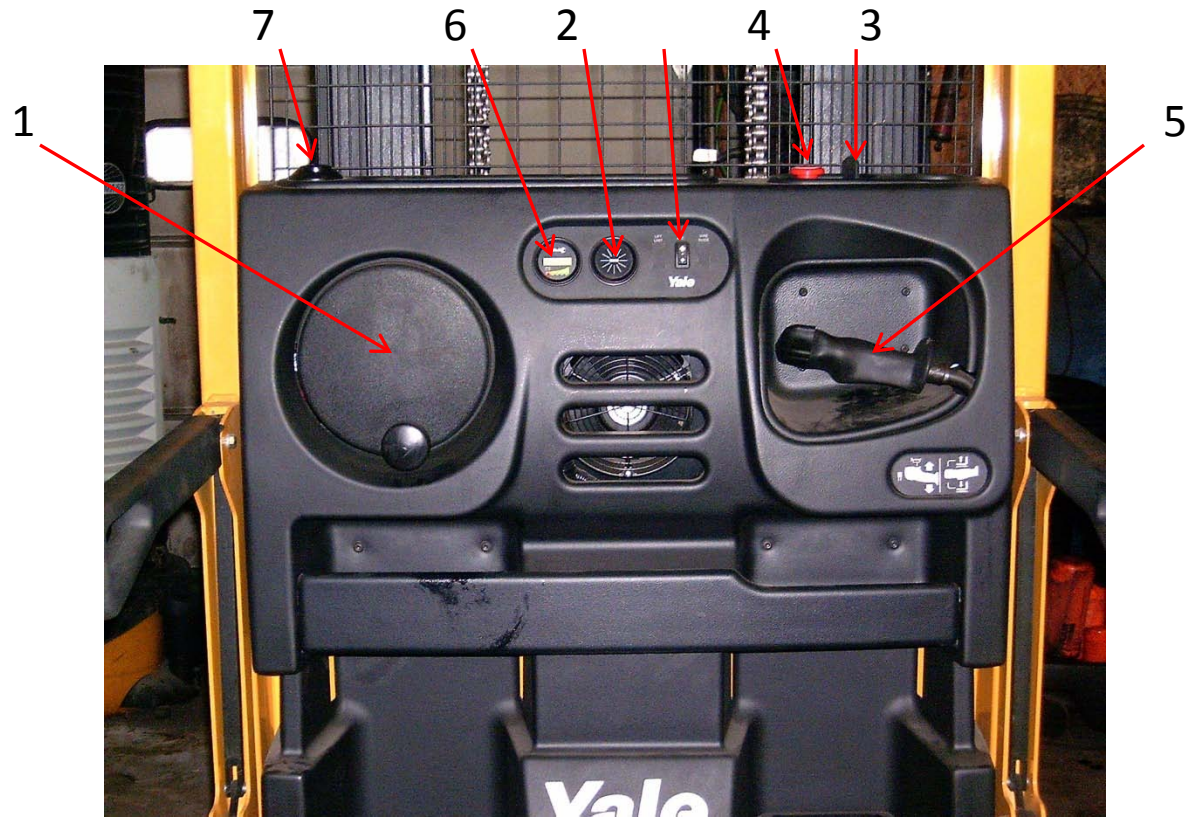
# Lift Truck Basics

- The lift truck is based on the principle of two weights balanced on opposite sides of a pivot. This is the same principle used for a seesaw.
- The stability of the lift truck is determined by the location of its center of gravity. The center of gravity changes as the platform and forks move up and down.
- The center of gravity is affected by a number of factors, such as size, weight, shape, and position of the load. Accelerating, braking, turning, and operation on an uneven surface can create force that can change the center of gravity.
- The lift truck is **designed for handling materials only**. Do not use the lift truck to lift other people. If a worker must be lifted than they are required to be in a safety platform.

# Lift Truck Basics

- Lift trucks are designed to work in a relatively small space. They turn sharper and the steered end of a lift truck moves very fast during a turn.
- While moving loads; be sure the load is stable, do not move loads in the raised position if it's not necessary, **be aware of your surroundings** – such as the floor, nearby objects, clearance height, and other workers.
- Do not lift anything that can fall on the operator or a bystander. Be sure the load is secure.
- Keep yourself and all others clear of the lift mechanism. **Never allow anyone under or on the forks.**
- The **lift truck can tip forward** when the load is raised. This becomes more likely when breaking while moving forward or while accelerating in reverse.
- Do not drag or push a load into position.

# Operating the Lift Truck



1. STEERING CONTROL
2. POSITION SWITCH
3. KEY SWITCH

4. BATTERY DISCONNECT SWITCH
5. DIRECTION/SPEED CONTROL ASSY.
6. BATTERY INDICATOR/HOUR METER

7. CONTROL CONSOLE BUTTON

# Operating the Lift Truck

- The steering control (1) is a Multiturn Steering system. Multiturn Steering moves the steer tire in the direction turned. The steering wheel and steer tire DO NOT return to the center position when released. The steering indicator lights show the position of the steer tire.
- The Steer Tire Position (2) Indicator allows the operator to see the current position of the lift truck steer tire. The arrow shaped LEDs provide a visual display of the steer tire position.
- The Key Switch (3) has three positions: Vertical is the OFF position, 90 degrees to the right is the START position, and 45 degrees to the right is the ON position.
- The Battery Disconnect Switch (4) should be used by the operator to cut off all electrical power to the lift truck.

# Operating the Lift Truck



- The Direction/Speed Control Assembly (5) has three separate functions: travel, lifting, and lowering. The control is spring loaded to the Neutral (N) position. The operator controls direction and travel speed by rotating the handle in the desired forward or reverse direction. Maximum movement of the handle causes the maximum travel speed. To change directions, the operator rotates the handle in the opposite direction regardless of travel speed. The lift truck will come to a stop (pludding) and then, accelerate in the opposite direction unless the handle is released to return to “N”.
- Push the horn button on the assembly to operate the horn.
- The control handle has a switch that operates the lift and lower functions. When the switch is pushed forward and held, the platform and forks lift. When the switch is pushed rearward and held, the platform and forks lower.

# Operating the Lift Truck

- The Battery Indicator/Hour Meter (6) has 5 green, yellow, and red LEDs to display the charge of the battery. The right (green) LED indicates a charged battery. The far left (red) LED indicates a discharged battery. The Hour Meter records the lift truck hours.
- The Console Control Button (7) is used to release the locking mechanism in order to adjust the console height. Push the button to allow the individual operator to adjust the height of the console to a comfortable height.

# Operating the Lift Truck

## The Foot Switch

The Foot Switch must be depressed to enable the traction and hoist/lower systems.

**BE CAREFUL – When the foot switch is released, the lift truck can stop abruptly.**



# Who is allowed to operate the lift truck?

Only employees that have received this training and have been certified by the Alder Companies Safety Department will be allowed to operate the lift truck.

**Please operate the lift truck safely and if you have any questions regarding the use or operation of the lift truck please ask your manager or contact the Alder Companies Safety Department.**