

Forklift Truck Training Course: Basic Modul

altix
Arbeiten in der Höhe



WHERE IS WHAT?

The ladies' toilets are on the upper floor of the hall. Please use the stairs.

The men's toilets are in building no. 34 (next to the defibrillator). Please use the stairs to go downstairs.



Entrance to the site & meeting point

First aid, defibrillator & toilets, Building No. 34, JJ's Restaurant



1.1 INTRODUCTORY SESSION

We're Altix!
And who are you?

- Surname & First name
- Occupation
- Reasons for taking the course
- Expectations of the course



Basic Module: Forklift Truck Course



Training for operators of industrial trucks, Category R
Training in accordance with EKAS Guideline 6518



Why take a forklift truck training course?

Stapler umgekippt – Fahrer eingeklemmt und tödlich verletzt



suvapro
Sicher arbeiten

Das Unfallopfer



- Andri H., 40 Jahre alt
- Lagerist
- seit 12 Jahren im Betrieb
- seit 10 Jahren im Besitz eines Stapler-Führer-
ausweises und seither als Staplerfahrer tätig
- verheiratet, ein Sohn (12) und eine Tochter (10)

suvapro



37-Jähriger bei Gabelstaplerkurs schwer verletzt

Während einer betrieblichen Gabelstaplerausbildung in Appenzell ereignete sich ein Unfall, wobei sich ein Kursteilnehmer schwere Verletzungen im Beckenbereich zuzog.



In Appenzell geschah ein schwerer Unfall mit einem Gabelstapler.(Bild: kai)





Organisation of the training

- Suitability
- Training pathways (pages 8, 9)
- Examination arrangements
- Certification (training certificates)



Ausbildungskonzept					
Ausbildung	Erstausbildung				Fortsetzung
Module	Basismodul + 2 Zusatzmodule R1 bis R4				Weiteres Zusatzmodul R1 bis R4
Verlauf	Tag 1	Tag 2	Tag 3	Tag 4	Zusatztag
Kandidat ohne Erfahrung	T/P	T/P	T/P L	T/P	
Kandidat mit Erfahrung	T/P	T/P			
Kandidaten mit Erstausbildung					T/P

Legende

- T = Theorieunterricht
- P = Praxisunterricht
- L = Lernfahrt
- 1 Tag = 7 Stunden (Netto-/Netto-Ausbildungszeit)
- R1 bis R4 = Zusatzmodule gemäss Fahrzeugkategorie (siehe Ziffer 5.1)
- = Prüfung (Theorie und Praxis)



Accident statistics for Switzerland

- 2,500 workplace accidents in Switzerland each year (involving motorised industrial vehicles)
- Average costs?
- Minor accidents: 5,000 CHF
- Moderate accidents: 20–50,000 Swiss francs
- Serious accidents: 500,000 Swiss francs on average
- 100–150 accidents / 2–3 of these fatal



6 Main Causes of Accidents

- Striking people / collisions approx. 30–40%
- Tip-overs / forklift overturning approx. 20–25%
- Falling loads approx. 15–20%
- Operating errors approx. 20–30%
- Other approx. 10–15%



Why did the forklift tip over?









Learning objectives:

- To understand the obligations of the employer and the employee
- Understand the requirements of health and safety regulations
- To be familiar with and able to name the most important laws



Worksheet

- Outline and Structure: Laws and Regulations

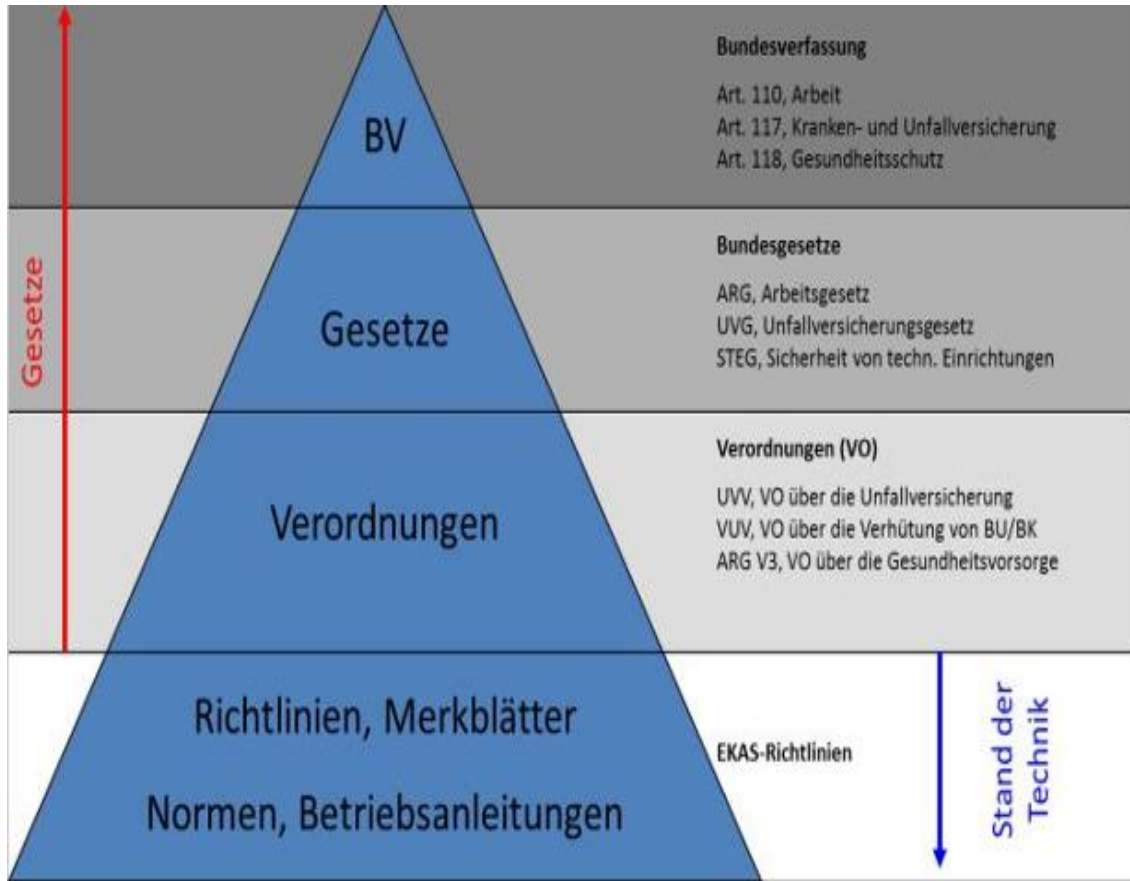


Worksheet

Outline and Structure: Laws and Regulations **Solutions**

1. Federal Constitution
2. Acts
3. Regulations
4. Guidelines
5. Rules/Standards
6. Manufacturer's specifications/operating instructions
7. Training materials





UVG – Accident Insurance Act
VUV – Ordinance on the Prevention of Accidents and Occupational Diseases
ArG – Labour Act
SVG – Road Traffic Act



What are the employer's obligations?



Arbeiten mit besonderen Gefahren

Der Arbeitgeber darf Arbeiten mit besonderen Gefahren nur Arbeitnehmern übertragen, die dafür entsprechend ausgebildet sind. Wird eine gefährliche Arbeit von einem Arbeitnehmer allein ausgeführt, so muss ihn der Arbeitgeber überwachen lassen.

VUV, Art. 8



What are the employer's obligations?

- The company is **obliged** to train all operators!
- Information / Instructions / Training / Supervision



- The client is obliged to provide appropriate PPE!
- To ensure that the contractor **complies with** occupational safety measures.

i.e. to enforce the requirement to wear PPE and to monitor compliance



What are the employee's responsibilities?

- The operator is **obliged** to prevent unauthorised persons from using the equipment!
- Always park the vehicle in a secure place!
- **Remove the key!**



What are the employee's duties?

- The consumption of alcohol, drugs and medication

PROHIBITED!



- The operator is **obliged** to operate the forklift truck only when fit to drive!
- **Anyone who does not feel fit to drive must report this to their supervisor and be excused from driving duties!**



What are the employee's obligations?

- Operators of industrial trucks are obliged to comply with the instructions issued by their employer and the manufacturer (safety and operating instructions) (Art. 11 VUV)



What is the correct procedure when a fault is detected on an industrial truck?

Label / Report / Decommission

1. **Decommissioning**
2. **Mark**
3. **Report**



In-house transport and road traffic

Wichtig:

If a forklift truck is used on public roads, the provisions of the Road Traffic Act (SVG) apply,

e.g. registration, forks in the raised position, insurance and a driving licence.



Works transport and road transport

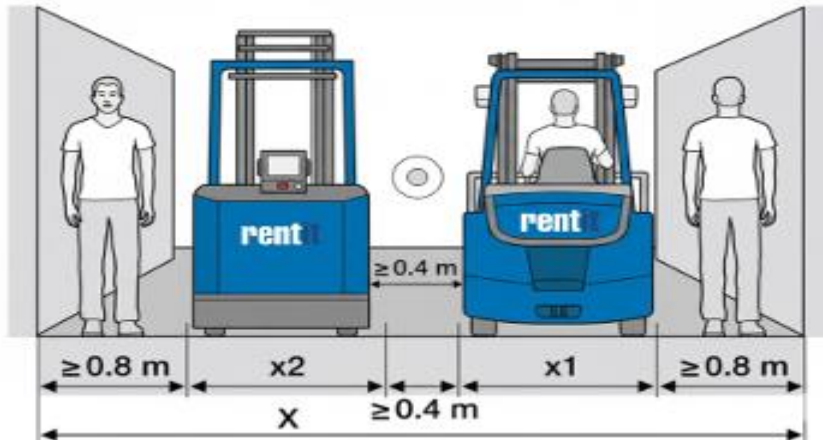
Does a forklift truck driver need a driving licence to drive on public roads, or is a training certificate sufficient?

At least a **Category F** driving licence for mopeds

All licences in
categories A, B, C, D
Not sufficient: G and M



Own-account transport and road



Construction sites

- **Training requirement:** Industrial trucks may only be operated by trained, competent and authorised personnel.
- **Traffic management:** Traffic routes must be clearly defined, and vehicle and pedestrian traffic must be kept separate
- **Safety and inspection requirements:** Risk assessments and regular inspections of the vehicles are mandatory (in accordance with the Industrial Safety Regulations).



Young people

For the purposes of the Employment Act, 'young people' are defined as persons who have not yet **reached** the **age of 18**. The age of **18** is deemed to have been 'reached' on the person's **18th** birthday.

Exception

Apprentices whose training regulations provide for the relevant exception. **From the age of 15**
(Art. 4 ArGV 5)



EKAS 6518 worksheet

- Group work 15 mins



Task Sheet Solutions

In short, EKAS is a central body responsible for promoting safe working conditions in Switzerland. **Coordination and cooperation / Advice and support / Development of guidelines and standards / Monitoring and further development of the legal framework.**

1. UVG/VUV/ArG / VAM Ordinance on the Regulation of Occupational Health Examinations. EKAS
2. EKAS pages 15, 16, 17 /
3. Page 9
4. Page 20
5. Yes, provided that the SUVA and EKAS guidelines are followed. Page 35
6. R1 p. 38 / R2 pp. 39–40 / R3 p. 41 / R4 pp. 42–43 / S1 p. 44 / S2 Pallet trucks S25, 26 / pp. 45–46, 47
7. S11–15



Learning objectives

- Be familiar with the most important parts of the forklift
- Understand the 3 types of drive systems
- Recognise different types of forklift trucks

Know



Completing the worksheet



Forklift truck assembly

- 1. Chassis
- 2. Counterweight
- 3. Operator's safety canopy
- 4. Tyres
- 5. Lift mast / lift chain / lift cylinder
- 6. Fork carriage & loading forks
- 7. Load protection guard
- 8. Tilt cylinder



Parts of the side-seating reach truck



- | | |
|--------------------------------|--------------------|
| 1. Hubmast | 10. Hubzylinder |
| 2. Hubschiten mit Gabelträger | 11. Totmannpedal |
| 3. Gabel | 12. Bremse |
| 4. Batterieasten | 13. Gaspedal |
| 5. Radarm | 14. Fahrersitz |
| 6. Schutzschürze | 15. Lenkrad |
| 7. Antriebsrad, Gebremstes Rad | 16. Bedienelemente |
| 8. Seitenstütze (Kippschutz) | 17. Notausschalter |
| 9. Fahrerschuttdach | 18. Hubkete |

Structure and operation



- Man UP



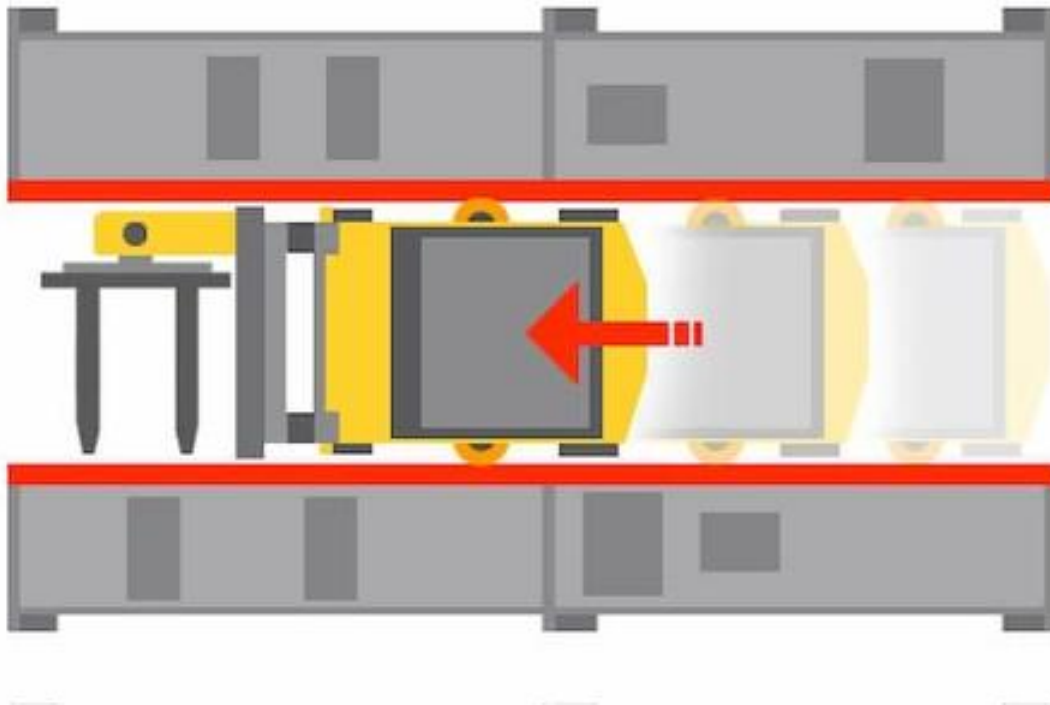
Structure and Functioning

- Man Down



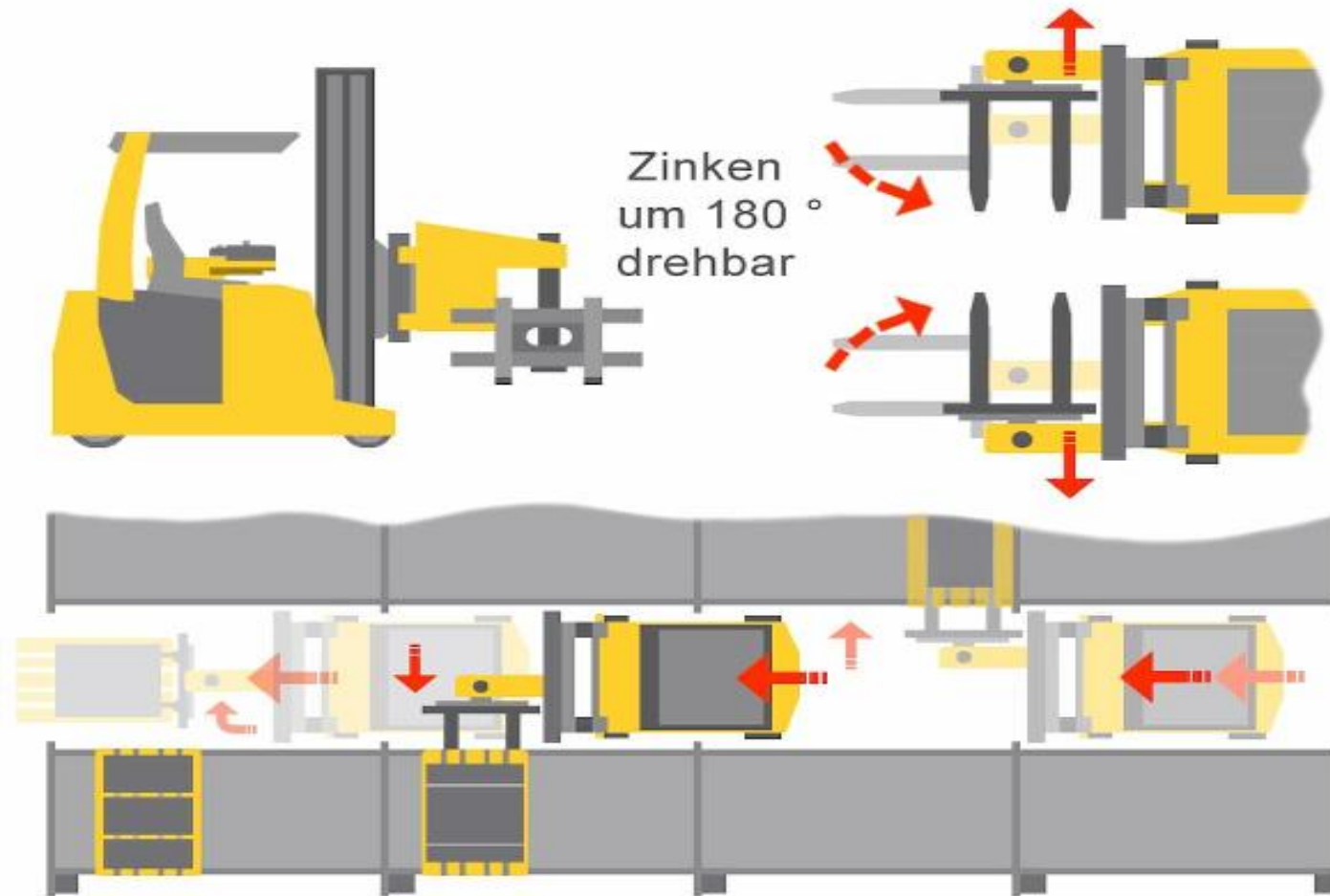
Structure and operation

Rail-guided guidance systems



Metal rails offer the simplest solution, but the space on the lower shelves is restricted

Structure and operation



Tyre types

- 3 types of tyres

Solid rubber / foam-filled

- + Puncture-proof
- + Higher load capacity
- + Low maintenance
- + Higher load capacity
- Expensive to replace / Ride comfort

Pneumatic tyres

- +on uneven ground
- + Good suspension
- Prone to punctures
- Load-bearing capacity



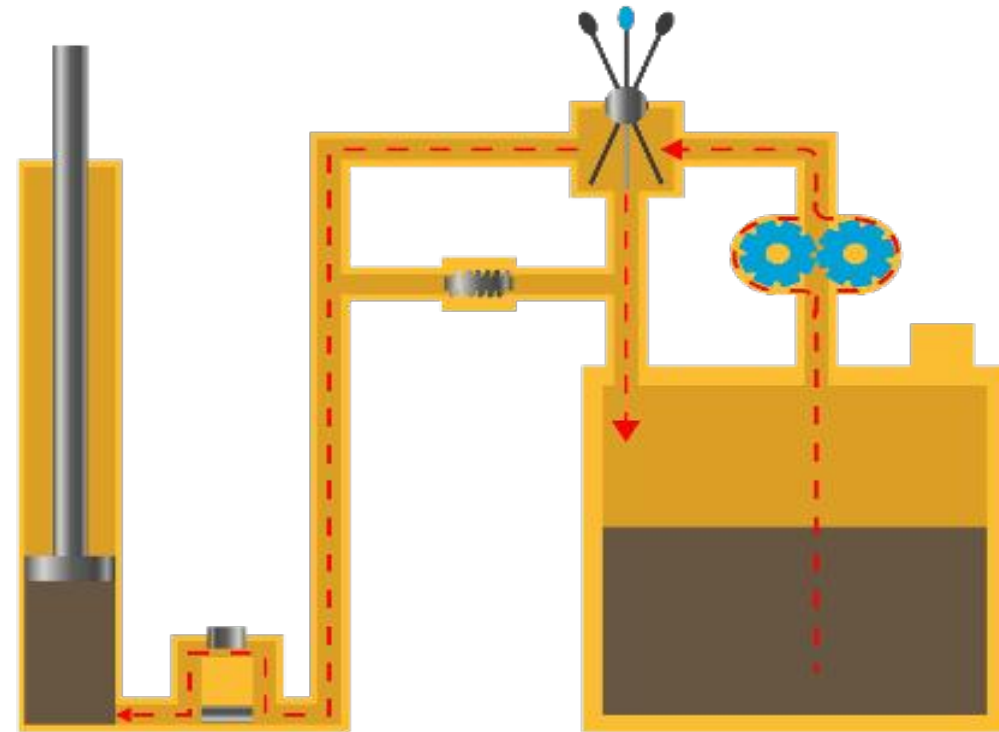
Types of forklift trucks

- Counterbalance forklift trucks support the load outside the wheels.
- In wheel-supported forklift trucks, the forks are attached to a boom or mast mounted on wheels.



Hydraulics

1. Hydraulic tank with hydraulic oil
2. Hydraulic pump
3. Hydraulic hoses
4. Valves
5. Hydraulic cylinder with piston rod



Hydraulics video

<https://www.youtube.com/watch?v=lqY7h05MQxM&t=12s>



Drive types

- Thermal forklift
 - Electric forklift
 - Hybrid forklift
-
- **Is the thermal forklift suitable for indoor use?**



EKAS Guideline No. 6518

Exploring and getting to know the various industrial trucks (pp. 38–47)



Wheel-supported / Cantilever

- Cantilevered
- The load is located outside the wheels



Wheel-supported / Cantilevered

- Wheel-assisted
- The load is located within the wheels
- The load is supported by the wheels
- Fitted with wheel arms



Wheel-supported / Cantilevered

- Self-supporting
- Suitable for use on uneven floors
- Electric, for indoor use
- Thermally operated for outdoor use
- 3 or 4 wheels
- Lifting height up to approx. 6m



Side-seating reach truck

- Suitable for use with a bike
- Suitable for narrow aisles
- Can only be used on level surfaces
- Working height up to 12m
- Drive wheel under the driver's seat
- Fitted with wheel arms



Cross-loading claw stacker

- Wheel-supported by claws
- Can only be used on level surfaces
- Pallets cannot be loaded sideways
- When stacking, the stacking area must
-



High-rack forklift

- Lifting height of 15 metres and above
- Narrow-aisle version
- Swivelling forks
- Inductive guidance system
- Rail-guided guidance system
- Man up
- Man down



Heavy-duty forklift

- 12–20 tonnes load capacity
- Extended rear / counterweight



Reusable forklift

- Drive off in any direction without turning
- Set the direction of travel at the touch of a button
- Suitable for long loads
- The load is placed on the wheel arms



Side-loading forklift

- Lateral load capacity
- Suitable for long loads
- Narrow aisles
- Good view of the load



Telescopic forklift

- The telescopic arm is attached to the rear
- Lifting height up to approx. 35m
- Lifting capacity up to 50 tonnes
- Suitable for outdoor and indoor use
- Above a certain load capacity, only with outriggers



Rotor telescopic forklift

- Lifting height up to 51 m
- Maximum lifting capacity 11 t
- Can rotate 360°



Container stacker

- Applications: Ports, freight trains
- Load capacity up to 72 tonnes
- Stack up to 8 containers on top of each c
- Attachment: Spreader = spread



tractor

- Use:
for towing trailers
- Fitted with a driver's seat



Towbar forklift

- With and without an initial stroke
- No driver's seat
- Also available with a passenger platform

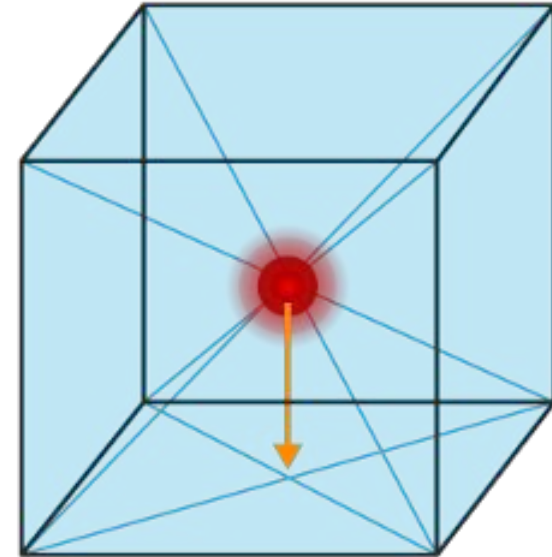
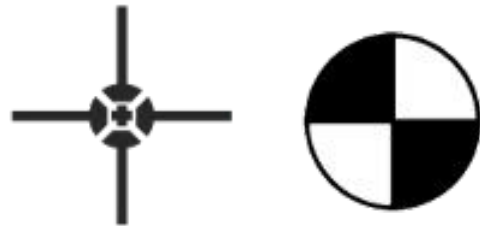


Classification of industrial trucks



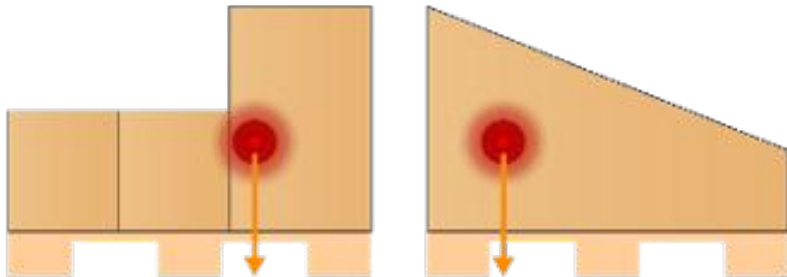
Center of gravity of bodies

- Centre of mass, where the entire mass of a body is concentrated.
- Center of gravity Symbols

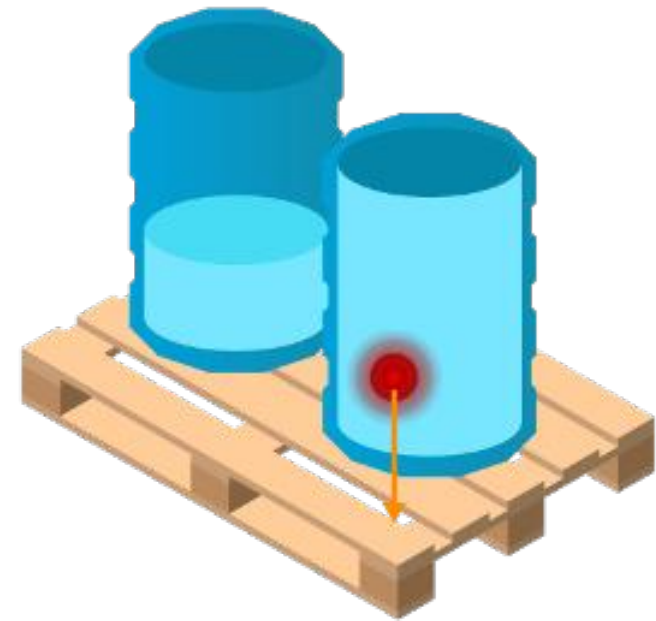


Center of gravity of objects

The center of gravity is shifting towards heavier load components



Center of gravity towards the full barrel



Center of gravity of objects

What's wrong? What could be improved?

Center of gravity as close as possible to the fork back



The shifting center of gravity

- Shift in the Center of gravity due to transport movement
- Liquids

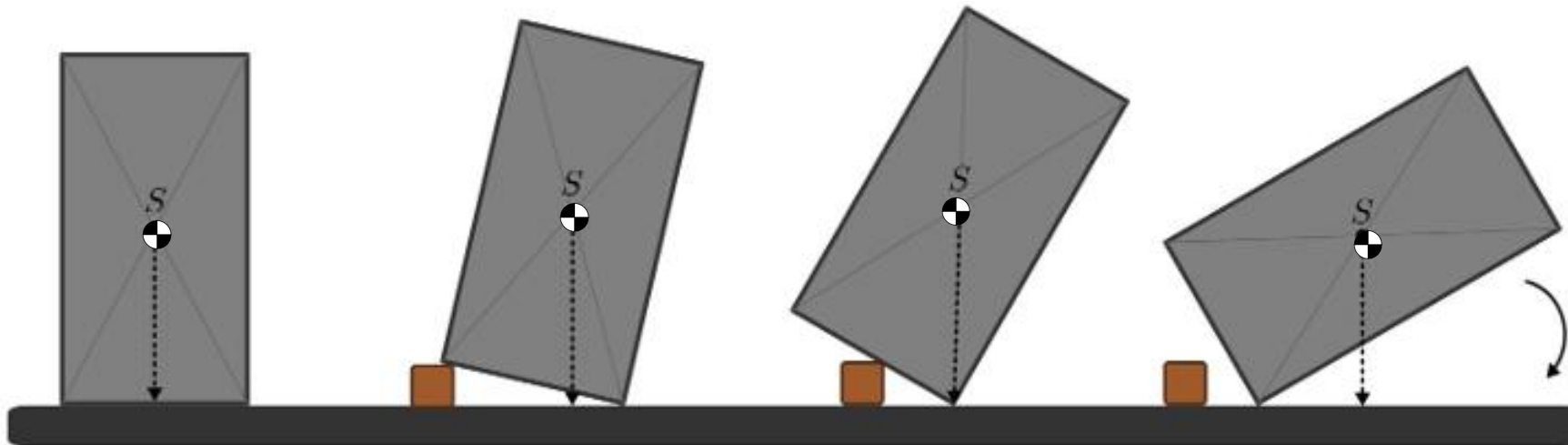
Measures:

- Accelerate and brake carefully
- Drive with foresight



The stability of bodies

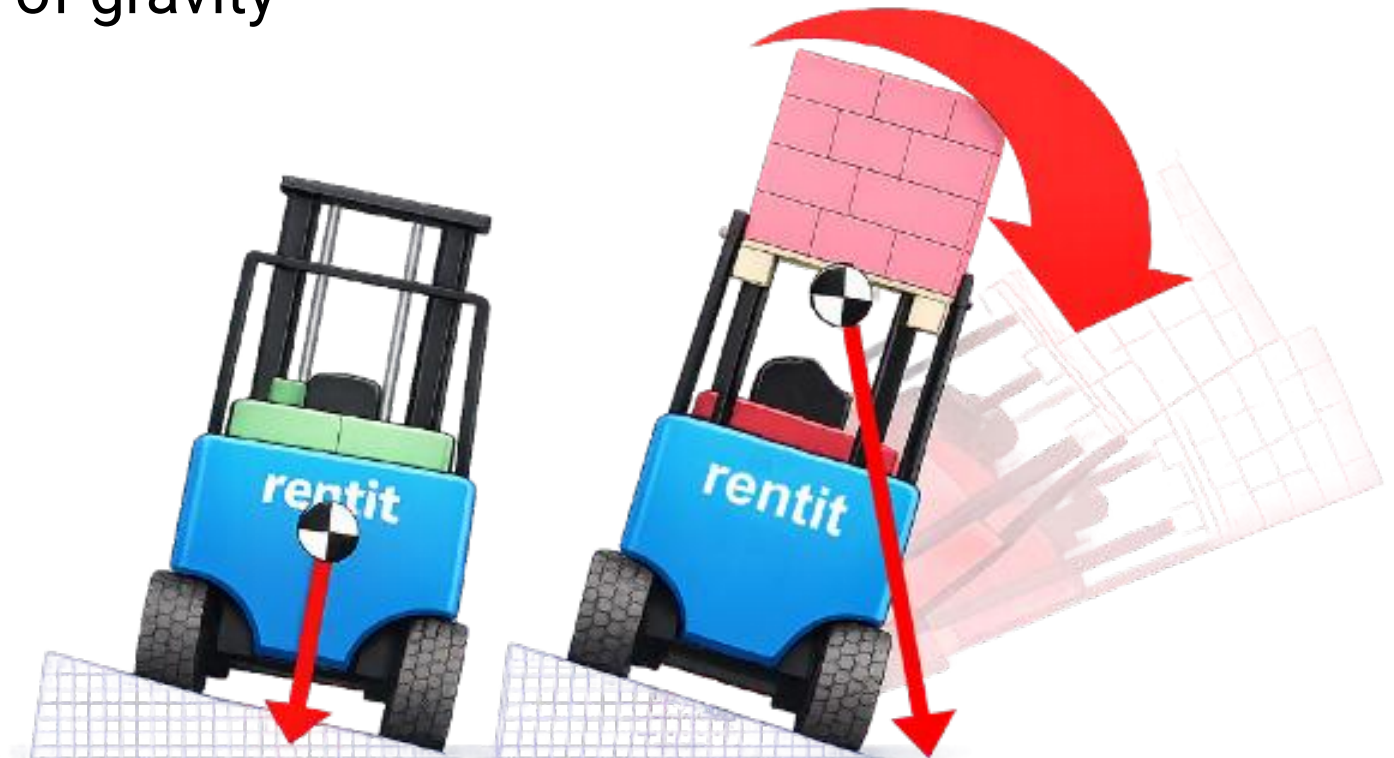
- The lower the Center of gravity, the more stable the body
- The body tips over as soon as the Center of gravity lies outside the **line of gravity (base of support)**.



The Stability of Bodies

Lifted loads shift the Center of gravity
Stability decreases

Risk of tipping:
Wind, lateral forces,
uneven ground, slopes



The stability of bodies

- Sports cars have a fairly low Center of gravity
- The **lower** the Center of gravity, the sportier and more dynamic the **handling**
- Even at high speeds, the vehicle cannot tip over



The stability of bodies

- Industrial trucks are not sports cars
- Due to their design, their **Center of gravity** is **relatively high**



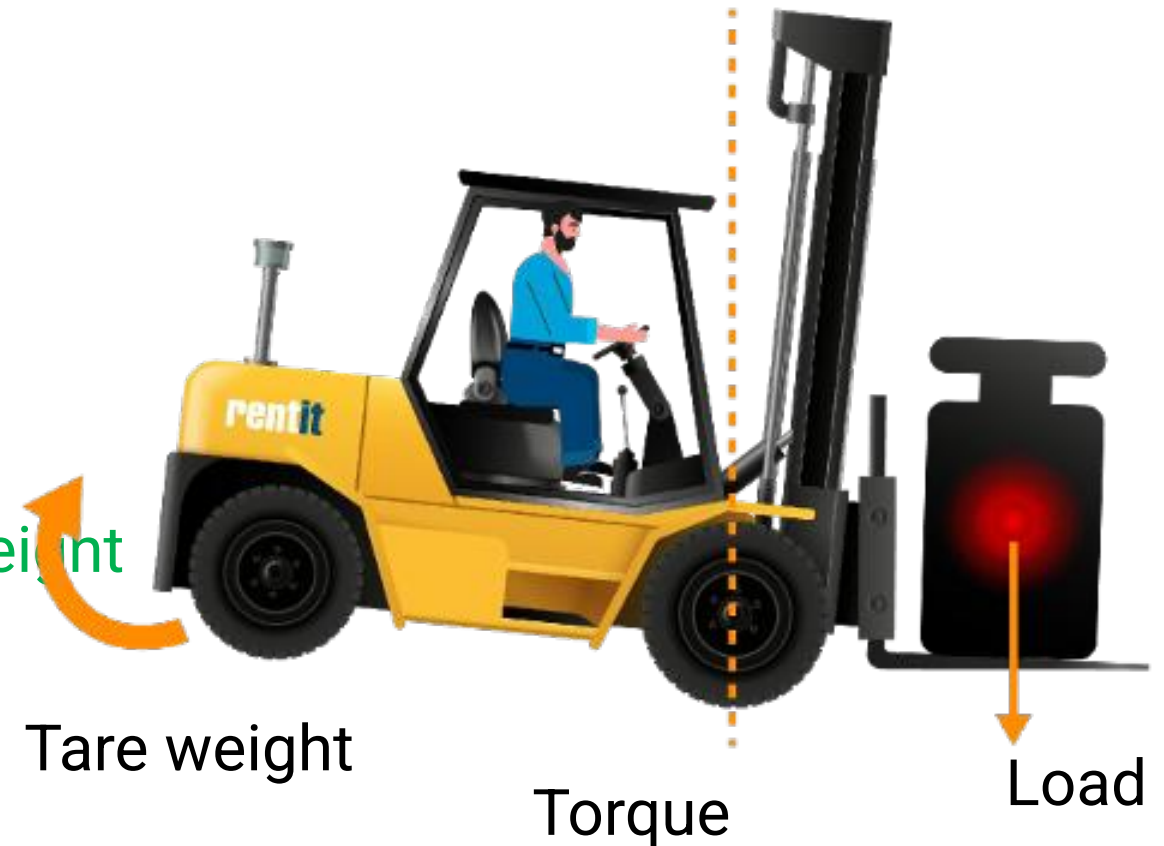
Tipping stability of industrial trucks

- Stability of the industrial truck must comply with specified standards
- Tested on tilting platforms
- **Do not perform any manoeuvres during testing**
life-threatening



Law of leverage

- When is the forklift overloaded?
- When the load on the forklift is heavier than the forklift's own weight of the forklift.



Law of leverage

- When is the forklift also overloaded?

- Centre of gravity too far
- Permitted lift height according to load capacity chart has been exceeded



Law of Leverage

- Braking with raised loads is **dangerous**
- Due to free forces and long mast generate a torque, which can cause the vehicle to **!**



Law of the lever



The further away from the axis of rotation a force is applied, the greater its effect

Load capacity

What could be improved here?



Exercise

Having a discussion with your neighbour

- What are dynamic forces?
- What are static forces?
- Examples



Dynamic forces

Deceleration force

Caused by braking



Dynamic forces

Braking force

Always secure loads
and brake gently



Korrekte
Ladungssicherung



Dynamic forces

Acceleration force

Occurs when pulling away

Driving with heavy loads
we drive in reverse

Take care when setting off!



Dynamic forces

Vibration force

- Caused by shaking
- Industrial trucks are not suspended
- Drive slowly on uneven floors!



Dynamic forces

Centrifugal **force**

- Cornering
- **Unladen** industrial trucks tip over faster than **loaded ones**

Measures

- Adjust your speed!
- Fasten your seatbelt!
- Secure the load!
- Do not drive with a raised load!



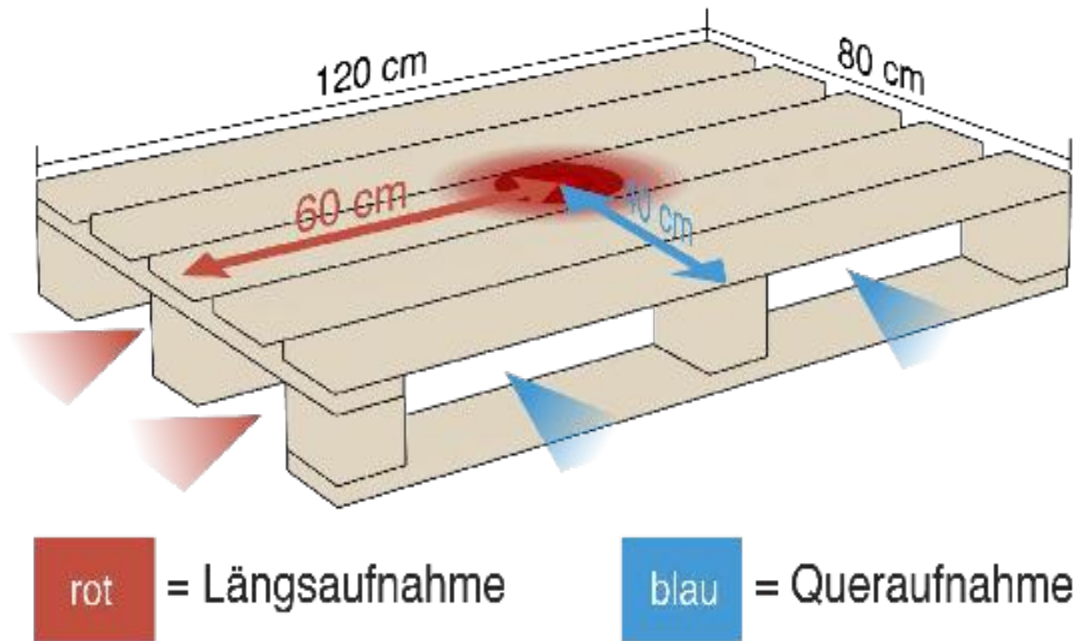
Load capacity charts

Grafische Darstellung	Abkürzung	Bedeutung
	Q	Maximal zulässige Last (Angabe in Kilogramm oder Tonnen)
	C/D	Abstand vom Gabelrücken bis zum Schwerpunkt der Last (Lastschwerpunkt Abstand) in cm oder mm Je nach Hersteller mit Buchstaben C oder D gekennzeichnet
	H	Hubhöhe (in m, cm oder mm) (Bezeichnung auch H)



Distance between load centres

Calculation of the distance from the centre of gravity



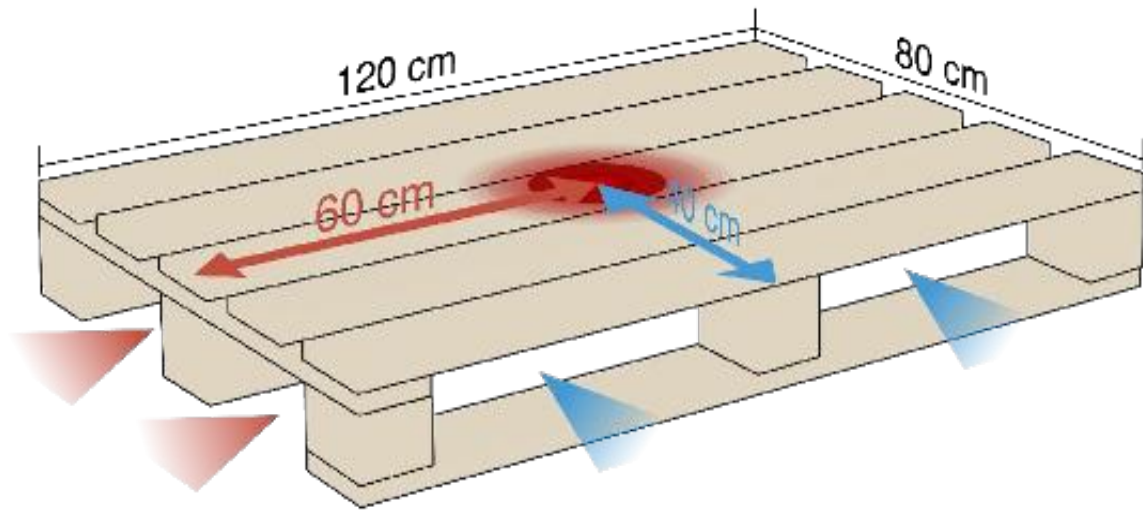
60 cm Euro pallet, Type 1, 80 x 120 cm, loaded crosswise

50 cm special pallet, 100 x 100 cm (lengthways and crossways)

60 cm Euro pallet, Type 1, 80 x 120 cm, photographed lengthways

80 cm special pallet, 160 x 160 cm

Distance from the centre of gravity of the load



rot = Längsaufnahme

blau = Queraufnahme

Calculation of the distance from the centre of gravity

40 cm Euro pallet, Type 1, 80 x 120 cm, loaded crosswise

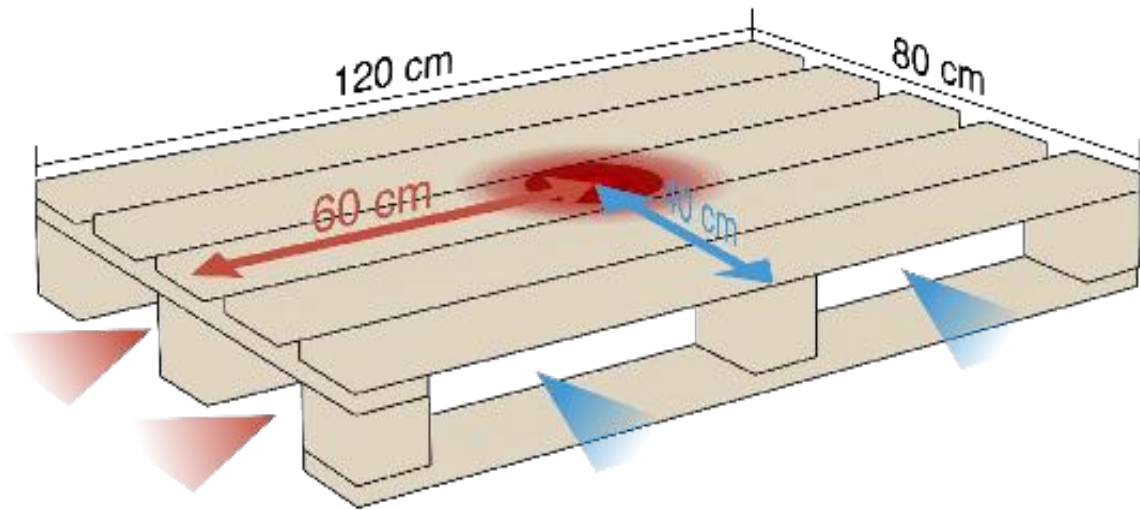
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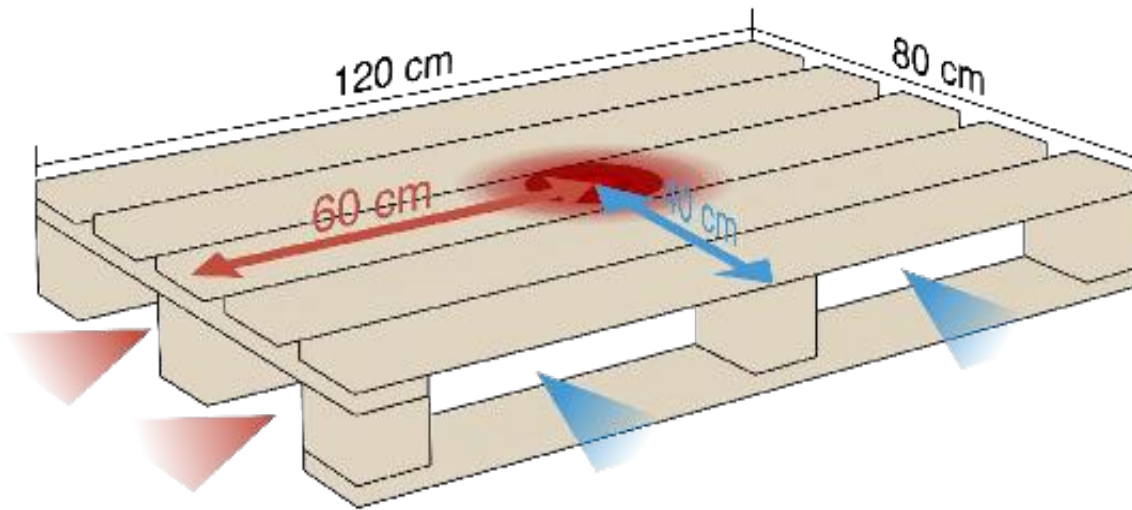
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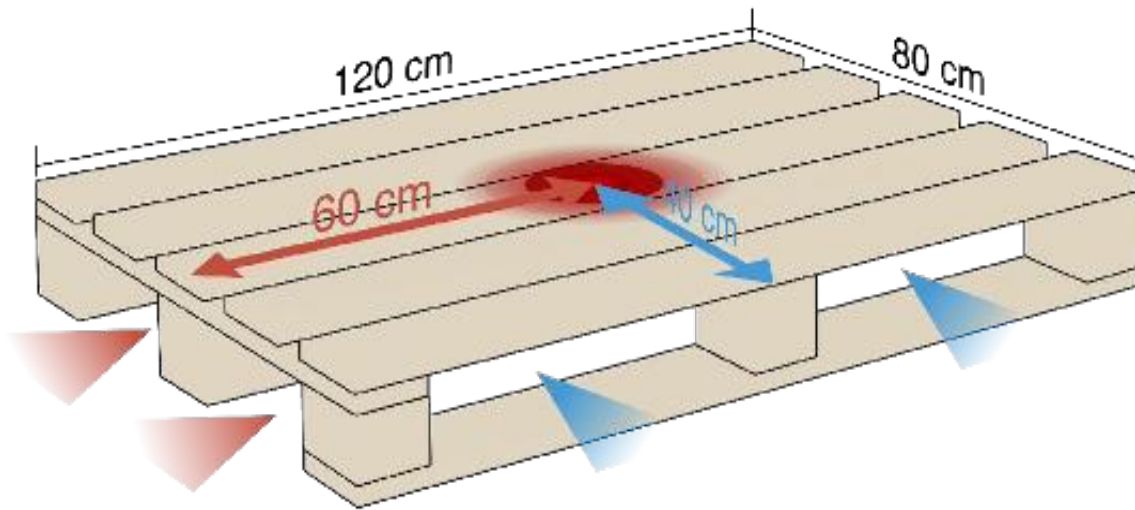
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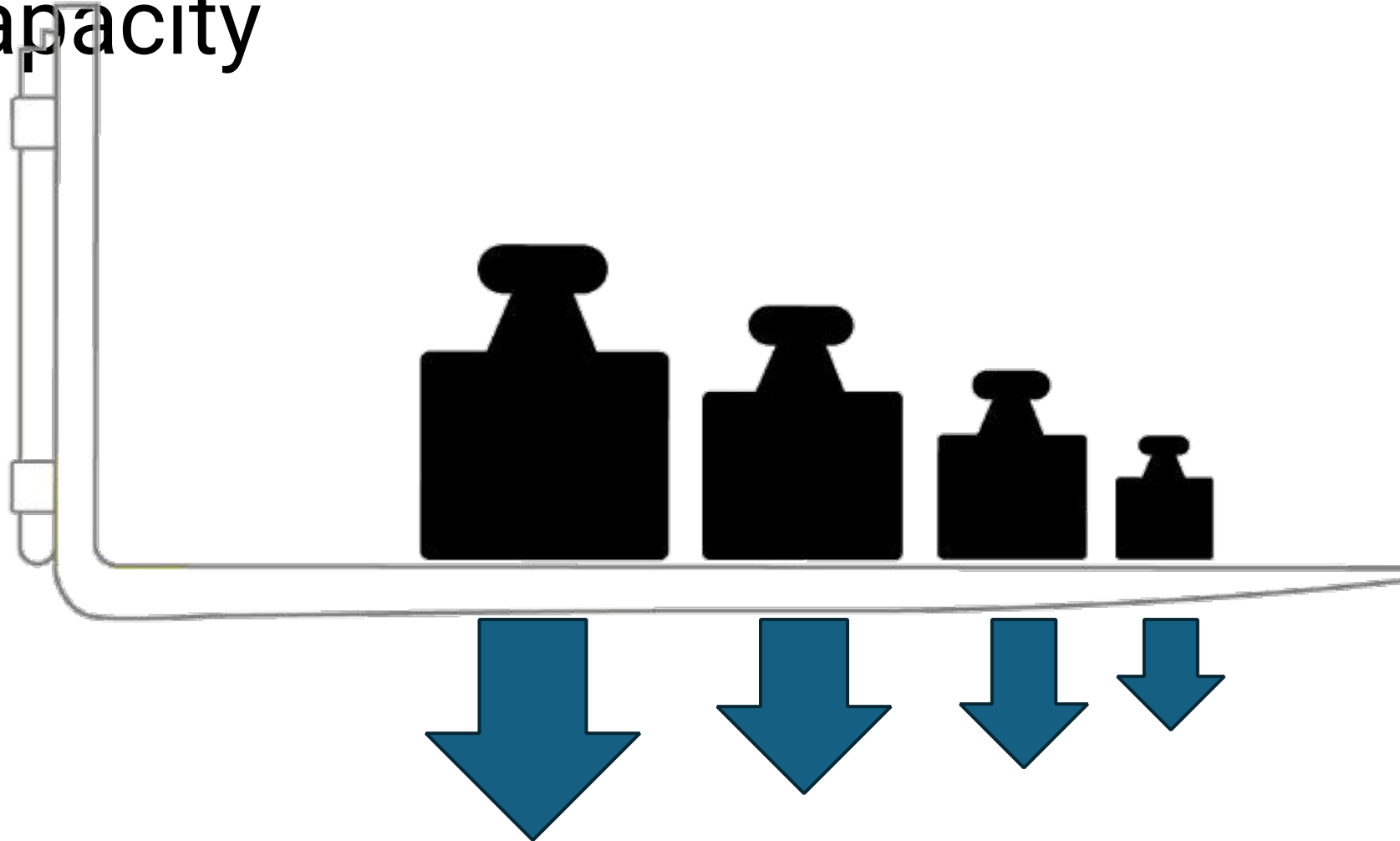
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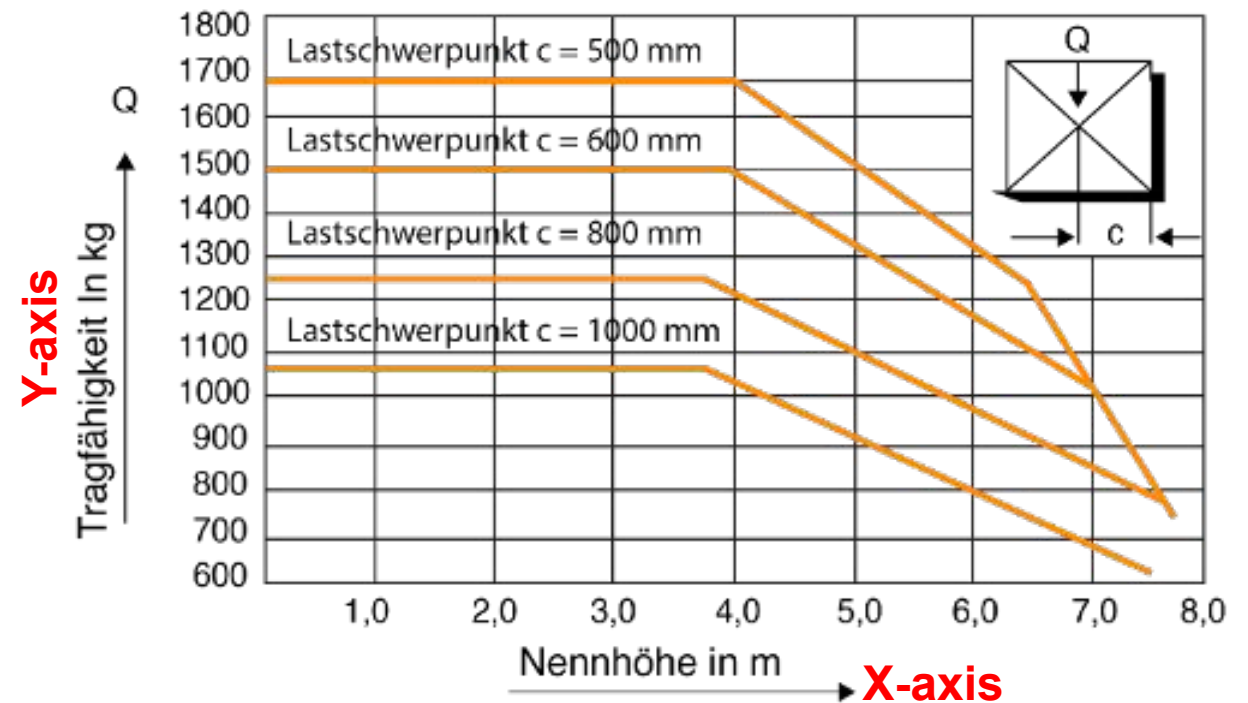
Centre of gravity distance and load-bearing capacity



Load capacity diagrams

The lower the distance from the centre of gravity of the load, the higher the load-bearing capacity!

The higher you lift, the less weight you can lift. (Law of the lever)



Intended use

Verwendung von Arbeitsmitteln

Arbeitsmittel müssen bestimmungsgemäss verwendet werden. Insbesondere dürfen sie nur für Arbeiten und an Orten eingesetzt werden, wofür sie geeignet sind. Vorgaben des Herstellers über die Verwendung des Arbeitsmittels sind zu berücksichtigen.

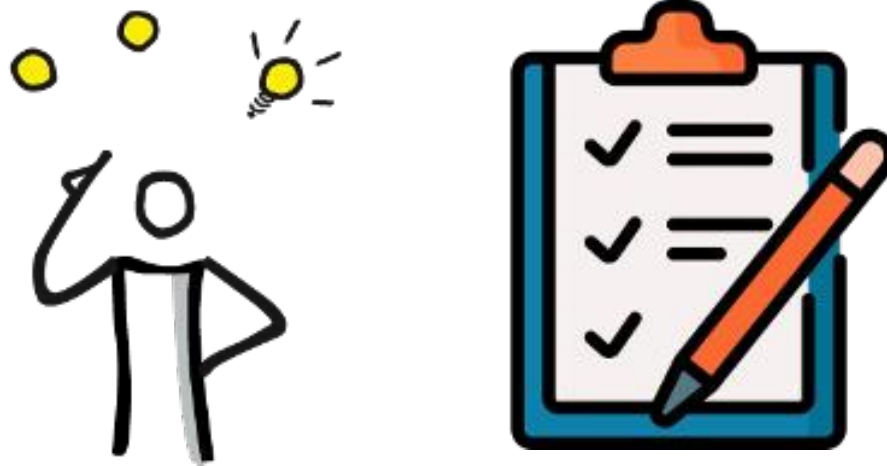


VUV), Art. 32a, Abs 1



Task

What does commissioning and decommissioning involve?
Battery check / Visual inspection / Functional test / Decommissioning



Battery check

These points must be known and checked
a material handling vehicle must be known and checked.



- Are you familiar with the eye wash?
- If acid gets into the eye use the eye wash or rinse running water for at least 15 minutes
- Do not attempt any further self-treatment; go immediately to an ophthalmologist or the A&E department

Do not attempt any further self-treatment; go immediately to an ophthalmologist or the A&E department



Battery check

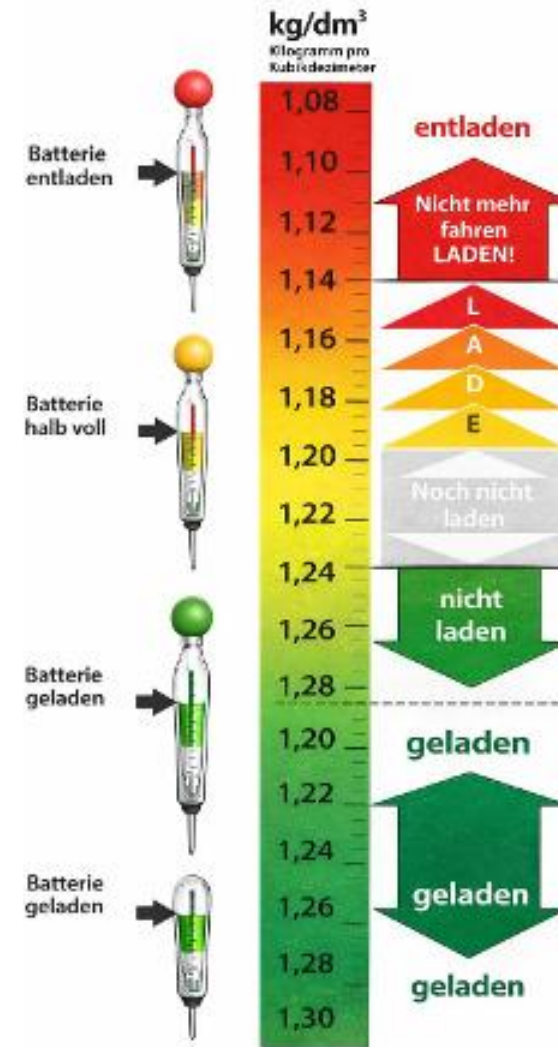
- Switch off the charger, unplug it
- Personal protective equipment
- Measure the specific gravity
- Check the fluid level (top up with distilled water)
- Check the cleanliness of the battery surface
- Remove gloves correctly and dispose of them
- Make an entry in the logbook



Battery check

- Acid density is measured in kg/dm^3
- Fully charged: $1.24 - 1.30 \text{ kg/dm}^3$
- Recharge below 1.20 kg/dm^3
- Deep discharge: below 1.14 kg/dm^3
damages the battery

The float in the acid tester must not touch either the top or the bottom of the housing during the measurement process.

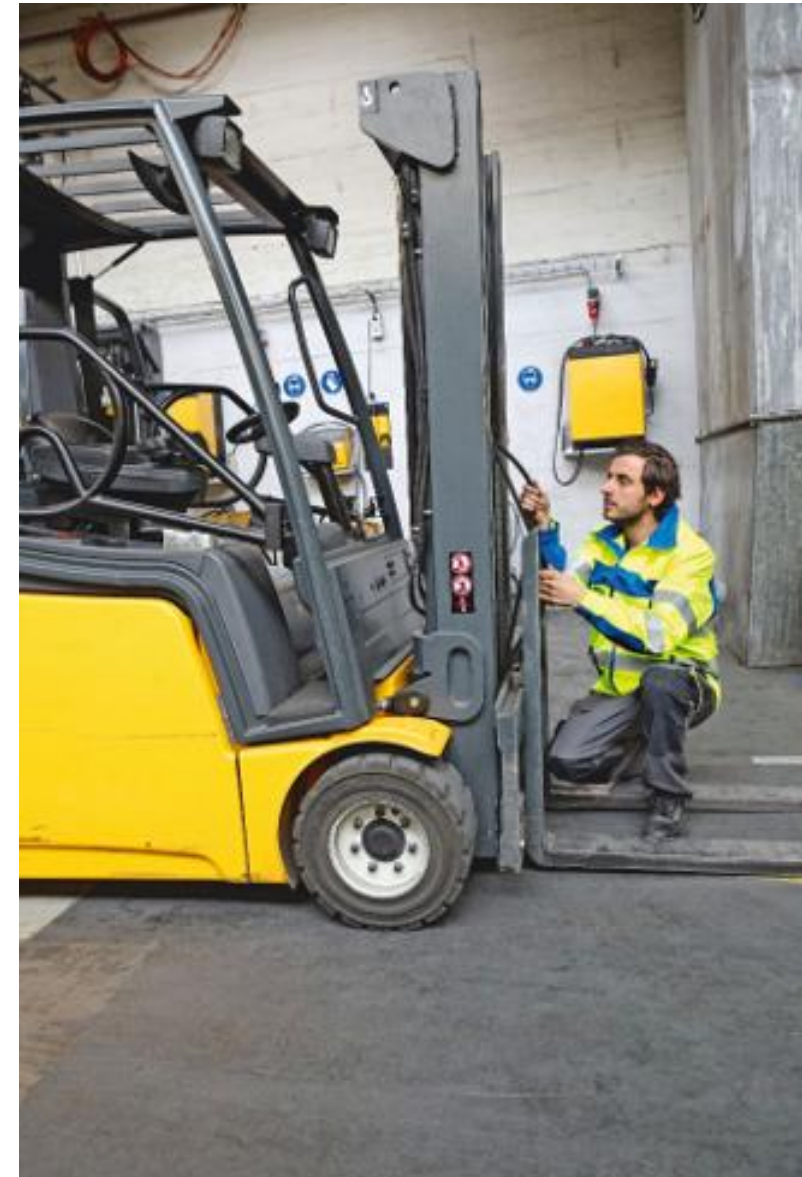


Possible consequences of contact with acid



Visual inspection

- Service Adhesives
- Lifting mast, lifting chain & lifting cylinder
- Hydraulic connections, hoses & cylinders
- Fork carriers & loading forks
- Wheels, tyres & wheel fastenings
- Chassis and operator canopy
- Lighting



Functional check

- Driver's seat & steering wheel adjustment
- Restraint system
- Unlocking the emergency switch & start-up procedure
- Lifting mechanism, mast tilt, side shift
- Foot brake, counter-current brake, parking brake and coasting brake
- Horn
- Fluid leaks (after driving off)



Taking out of service

- Use the designated parking spaces
- Park the bike lengthways
- Apply the parking brake
- Lift mast vertical, forks horizontal, side shift in neutral
- Take out of service, emergency stop on
- Remove the key



Important! When taking a gas-powered forklift out of service, always close the main valve on the gas cylinder.

Refuelling thermal forklift trucks

- Park the vehicle correctly and properly
- Switch off the vehicle
- Ensure adequate ventilation! (Caution: hazardous vapours)
- Smoking and open flames are prohibited
- Keep oil absorbent (or a suitable absorbent material) nearby so that you can respond appropriately in the event of a fuel spill.
(In the event of an incident, ensure the used absorbent is disposed of correctly)



Quick test: Commissioning



Health and safety?



Health and safety?

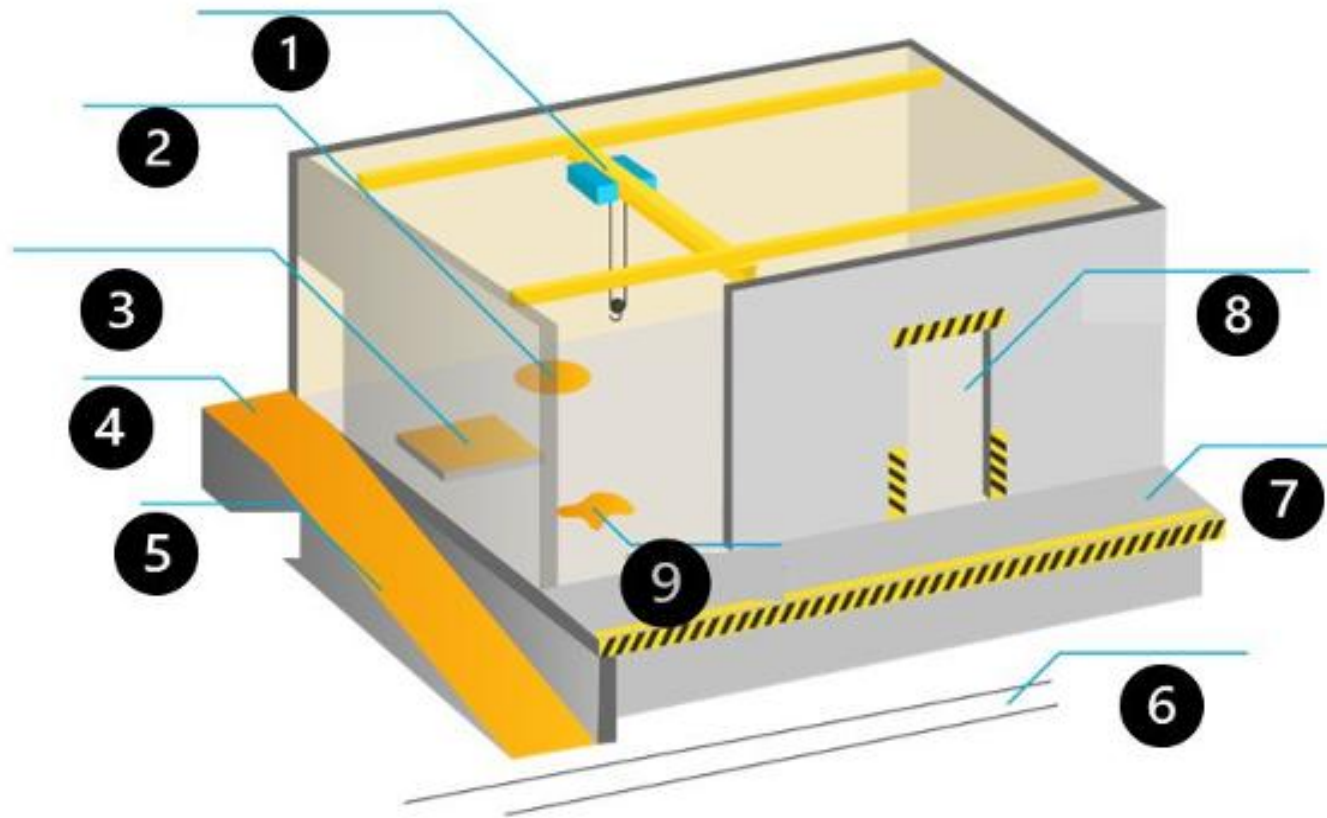


Health and safety?





Hazards in the workplace

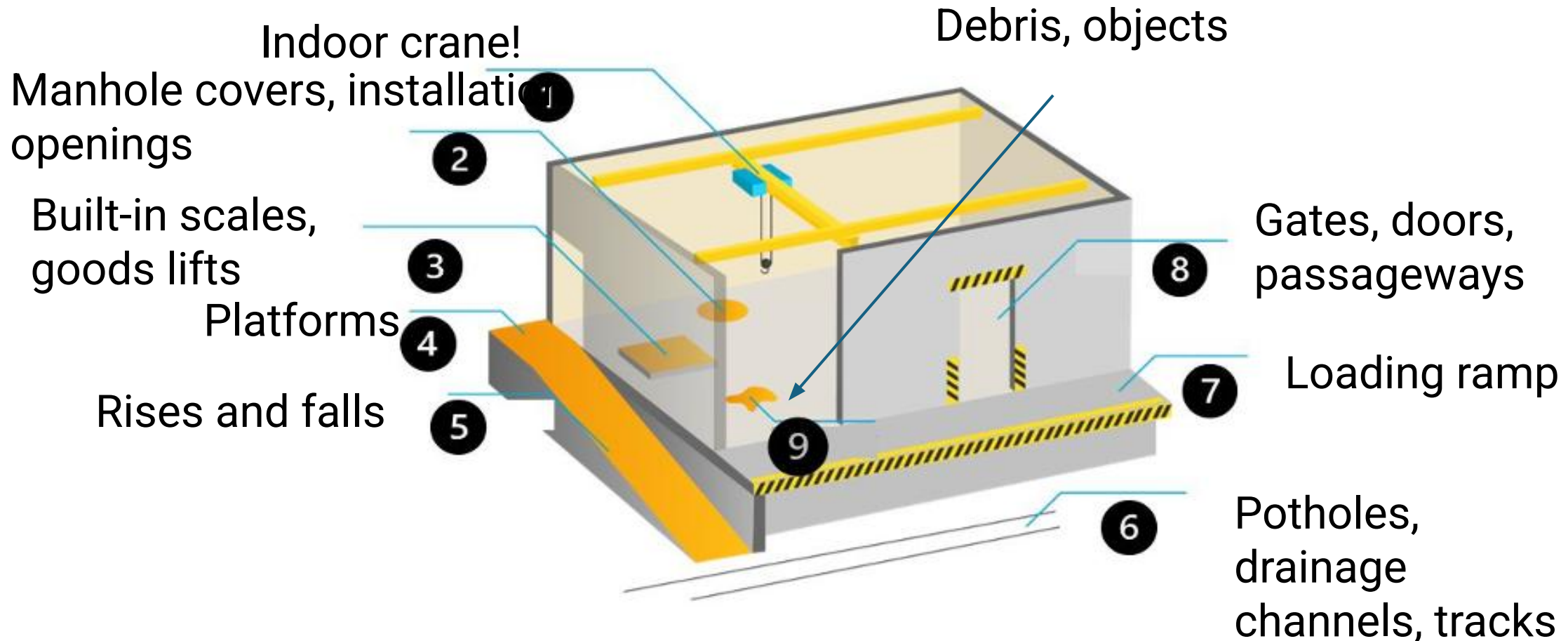


Task

Identify hazards in the image and propose solutions for them.

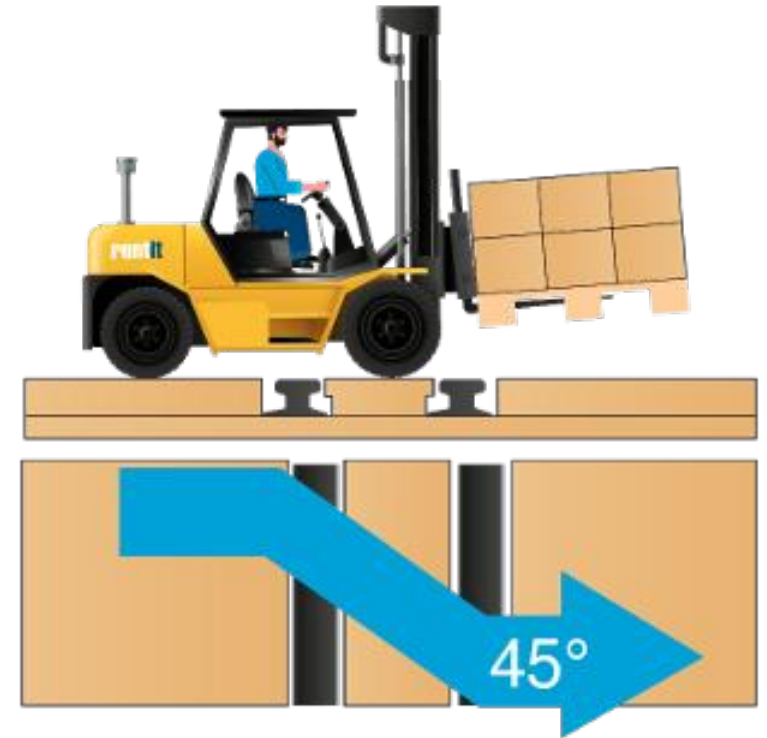


Operational hazards



Track systems

- Crossing on a covered track
- **45° angle**
- so that the vehicle vibrates less



Uphill Downhill

Steep gradients must be negotiated with the utmost caution

- Never turn a forklift truck on a slope or incline!
- In wet, snowy or icy conditions, there may be an increased risk of skidding



View in the direction of travel



Special operations

- **Document** potential **hazards** and **procedures**
- Check that the employer is complying with safety **regulations**
- Set out in writing which employees are authorised to carry out such work
- Special operations must be supervised and directed by a **specialist** who is in **direct contact** with both drivers at all times (safety line or radio)



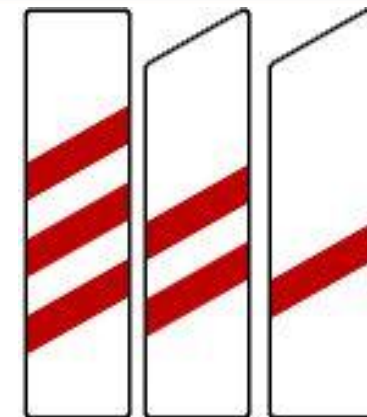
Special operations

- Only trained and experienced drivers are permitted to carry out such transports.
- Observe the load capacity, distance to the centre of gravity and lifting height
- No people in the fall zone!
- People are not 'load supports'



Signalling

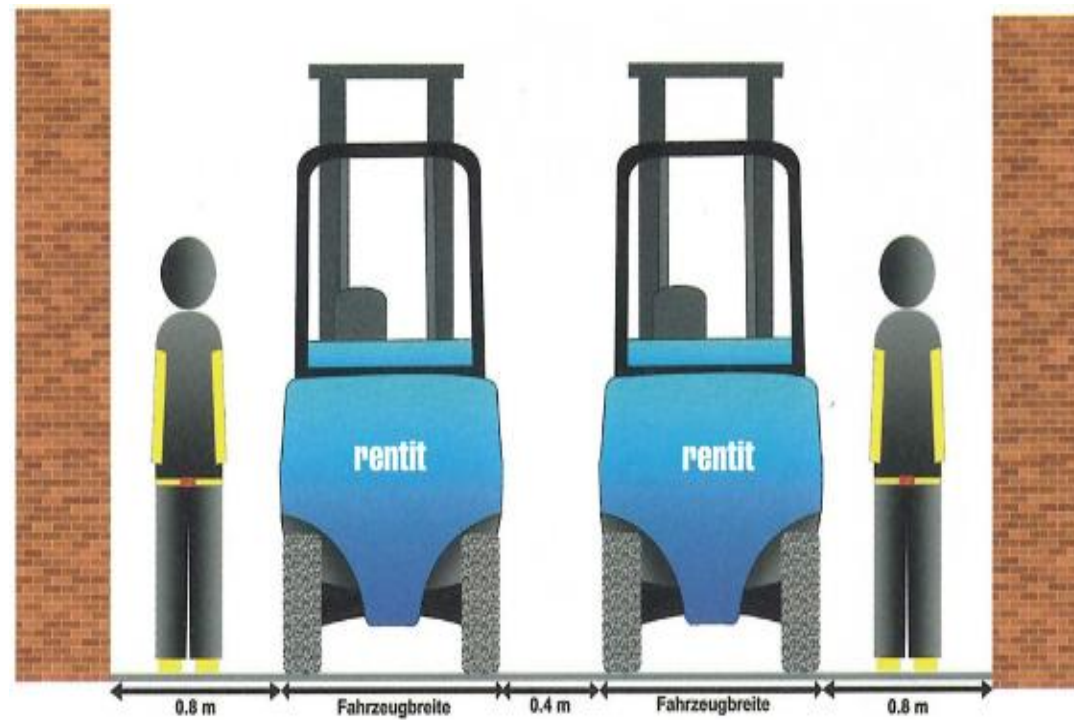
Basic module, pages 22–24



Basic rules

- Keep a minimum distance of **80 cm**
- **Always give way to pedestrians**
- If in doubt, use hand signals to communicate





Track warning system



Track warning system



Leading distributor of industrial
supplies for more than 60 years



In-house transport

https://www.youtube.com/watch?v=n_nxdiaQTd0



Keep your distance

2–3 car lengths



Internal combustion engines in indoor areas

- Industrial trucks with thermal (internal combustion) engines are generally prohibited in enclosed spaces due to harmful exhaust fumes.
- Their use is permitted only in adequately ventilated areas, provided there is no risk to health.



Floor load

- Determine
- Know the weight of the goods
- Use the correct industrial trucks
- Use suitable goods
- Floors that cannot withstand the load must be marked with a 'No Entry' sign
- Take care when driving lorries
railway wagons, swap bodies



Floor load



Floor load



Soil contamination



Soil contamination



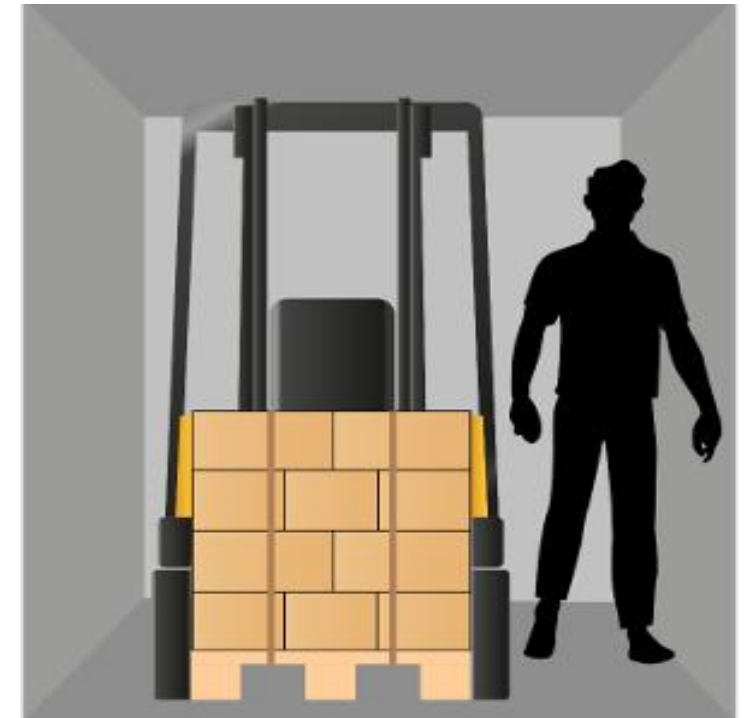
Behaviour in the goods lift

- Operate the controls from the driver's seat (if possible)
- Park the vehicle next to the control switch (2nd option)
- Check the lift's load capacity before driving onto it

Weight of the industrial truck + load + operator

Do not exceed the maximum load capacity of the goods lift must not be exceeded!

- Always apply the parking brake!
- Set the load down on the floor!



Gates and passageways

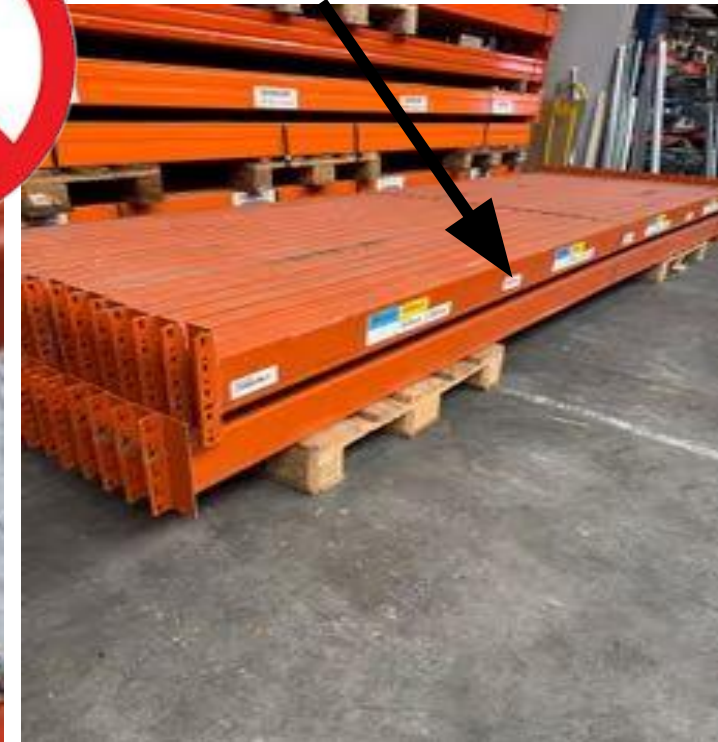
- Require special attention
- Mark accordingly
- Adjust your speed



Shelving storage



Observe the maximum load capacity



Lifting people

- Is it allowed to do that with a forklift?
- Approval from Suva on site
- Only if there is no other option is available



Lifting people

- Lifting platforms are state-of-the-art, for working at height



Lifting people

- We are specialists when it comes to working at height.



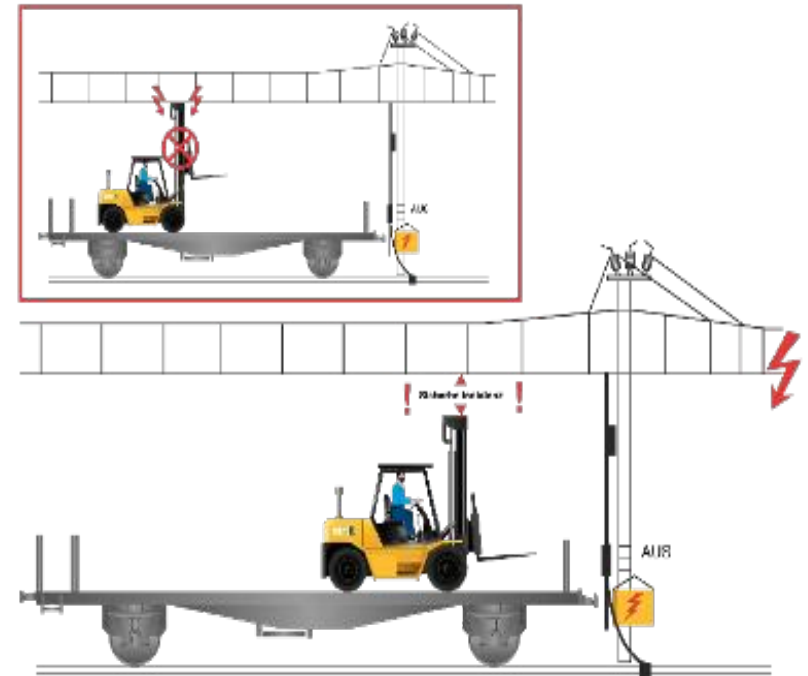
Electrical cables

High voltage is **life-threatening!**

Even approaching it without making contact

is enough to cause a fatal electric shock

1. **Switch off** the overhead lines.
2. Ensure that there is **no risk from high-voltage current**.
3. Maintain a **safe distance**
4. Construction machinery, cranes, etc. must **be earthed by SBB**.
5. Wear high-visibility vests and **comply with SUVA regulations**.



Potentially explosive atmospheres

- Must be marked accordingly and have signage on the floor
 - May only be accessed using explosion-proof equipment.
 - Is it permitted to use a mobile phone in an EX area?
-
- All **radio-emitting components** are **encased** in a protective **sheath**.
 - **Forks** are fitted with **copper tape**





General safety rules

- Wear safety footwear in the danger zone!
- Wear a high-visibility vest if lighting is inadequate!
- Drive with your lights on if visibility is poor!
- The operator must be able to stop within their field of vision!

See and be seen!



What is an emergency response organisation?

Discuss in groups of two



Emergency response organisation

- Ensure that lone workers can raise the alarm and receive first aid through additional measures
- Put up posters
- Assembly point and list of all those present (if there is no SIBE)



What to do in an emergency



ES BRENNT – WAS TUN?

- 1. Feuerwehr alarmieren**
Wo brennt's? Was brennt? Wer ruft an?

- 2. Personen retten**
Lift nicht benutzen!

- 3. Türen schliessen**
und Fenster schliessen! Ruhe bewahren!

- 4. Brand bekämpfen**
mit Decken, Handfeuerlöschern oder Löschposten

- 5. Feuerwehr zum Brand leiten**


FEUERWEHR
TEL. 118



suva

Verhalten im Notfall

1. Schauen → 2. Denken → 3. Handeln



Alarmieren

Sanität	144	REGA	1414
Polizei	117	Feuerwehr	118
Eurocrut	112	Verhütung	146

Nächster Arzt: _____

Nächstes Spital: _____

Wo ist der Verunfallte / das Ereignis?

Wer spricht (Name)?

Was ist passiert?

Wann ist es passiert?

Wie viele Personen sind betroffen?

Weitere Gefahren, gefährliche Stoffe?

Meine Rufnummer?



Unfall

1. Gefahrenstelle absichern, sich selbst schützen

2. Alarmieren ☎ 144

3. Erste Hilfe

- Blutung stillen, bei Bewusstlosigkeit: Seitenlagerung
- Bei Bewusstlosigkeit und nicht normaler Atmung reanimieren:
 - G: Herzmassage (Circulation)
 - A: Atemwege freimachen (Airway)
 - B: Beatmung (Breathing)
 - D: Defibrillation

4. Sanität einweisen

Standort: Erste-Hilfe-Material: _____



Brandfall

1. Feuerwehr alarmieren ☎ 118

2. Gefährdete Personen und sich selbst retten

3. Alle Türen und Fenster schliessen

4. Feuerwehr einweisen, Brand löschen



Evakuierung

1. Gefährdete Personen warnen und abführen

2. Gebäude über Treppen verlassen

3. Sich auf Sammelplatz begeben

Sammelplatz: _____

Verantwortliche für Aktualität der Notfallnummern,
Erste-Hilfe-Material, Feuerlöscher, Instruktionen: _____



Schweizerischer Eidgenössischer
Gesundheitsrat
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Eidgenössischer Eidgenössischer

Verantwortliche für die Aktualität
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Any questions?



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altix
Arbeiten in der Höhe

THANK YOU
VERY MUCH

