

Instruction Manual & Work Safe Program

FORK SPREADERS



800-821-7563

www.ArrowMHP.com

Fork Spreader Instruction Manual & Work Safe Program

Table of Contents

| | |
|---|-----------|
| INTRODUCTION | 2 |
| RECOMMENDED OPERATING RULES FOR FORK SPREADERS | 5 |
| INSTALLATION | 5 |
| GENERAL OPERATING RULES: | 6 |
| ELECTRICAL HAZARDS | 7 |
| COLLISION HAZARDS | 7 |
| ENVIRONMENTAL HAZARDS | 7 |
| DAILY FORK SPREADER INSPECTION CRITERIA | 8 |
| FORK SPREADER INSPECTION LOG | 9 |
| DAILY FORKLIFT INSPECTION | 10 |
| DAILY FORKLIFT INSPECTION LOG | 11 |
| FORK SPREADER TRAINING ACKNOWLEDGMENT FORM | 12 |
| ONE YEAR LIMITED WARRANTY | 13 |

| | |
|-----------------|---|
| MODEL NUMBER: | _____ |
| SERIAL NUMBER: | _____ |
| | (Located on data plate attached to top of unit) |
| DATE PURCHASED: | _____ |

INTRODUCTION

SYMBOLS USED IN THIS OWNER'S MANUAL

Throughout this owner's manual (and on the attachment itself) there are universal safety symbols. They are commonly used in the equipment and attachment manufacturing industries. These symbols are meant to alert users to possible dangers when using the attachment. Please pay careful attention to any section of this owner's manual with one of these symbols.



**Read
Owner's
Manual**



**General
Warning
Hazard/Alert**



**Do Not Put
Hand In This
Area**

BEFORE INSTALLATION AND OPERATION:



Be sure to read this owner's manual and understand its contents prior to operation of the ARROW Fork Spreader. If there is anything in this manual you do not understand, please contact your authorized dealer, or ARROW Customer Service Team at 913-495-4803. We will be glad to answer your questions.

ARROW Material Handling Products cares about your safety, and the safety of others who operate or are in the vicinity of the Fork Spreader attachment. ARROW takes great pride in engineering and building quality attachments with the operator's safety in mind, but the responsibility for the safe use of this attachment ultimately belongs to the operator.



Never let anyone operate the ARROW Fork Spreader attachment unless they have first read this owner's manual.

SPECIAL NOTE: The information and illustrations contained in this ARROW Fork Spreader owner's manual were current at the time of publication. ARROW Material Handling products reserves the right to redesign all or any portion of this attachment and the owner's manual at any time without notification. For questions or concerns, or to inquire about updates, please contact your authorized dealer or the Customer Service Team at 913-495-4803.

Thank you for selecting an ARROW attachment!

Your Fork Spreader has:

- Been designed by Arrow's engineering team using registered Professional Engineers;
- Been built with materials our purchasing department has gone to great lengths to ensure are specified for your Fork Spreader and meet all applicable specified standards (ANSI, ASTM, ASQC, and/or MIL-SPEC);
- Been entirely manufactured according to print using OSHA regulations by a trained and experienced workforce located in the heartland of America;
- Been built right and built to last with you and your employee's safety in mind.

We can and do control every aspect of how a Fork Spreader is engineered and how it's built. But we can't control how it's used after it leaves our plant.

OSHA compliance

ARROW created this Fork Spreader instruction manual and Work Safe Guide to assist you in understanding OSHA guidelines for safe use and to conform to those guidelines.

Yes, should you choose to use it, there will be some paperwork to fill out and keep on file. There will be some inspections to perform... but would you spend ten, yes, TEN minutes a day to go a long, long way to being truly OSHA complaint when using our attachment?

We know you would be totally OSHA compliant if only you knew how. We will help you along the way. It's not hard....

Spend that same TEN minutes going through this program by reading these instructions and looking at the forms that have been created for you... and you'll have a safer workplace in which to use our Fork Spreader.

It's vitally important to know what to check on your equipment. But it's even more vitally important for you to have a written program in place to do so and *be able to demonstrate that you have been doing the inspections.*

There are two portions of the OSHA code that pertain directly to fork spreaders. They are:

- *inspection of the Fork Spreader itself*
- *inspection of the forklift used to lift the Fork Spreader*

We have created a punch list of inspection criteria for each of these areas. These are only **SUGGESTED** lists and may certainly be modified for your specific operation. Should you have a question about them, we recommend you call your local area **OSHA** office and ask for the duty inspector. They really are quite eager to help you. You do NOT have to give them your name or your company name nor do they have caller ID - so relax! If you wish, you may also call your ARROW authorized reseller, or ARROW's product assistance department at **913-495-4803**, we'll get back to you with the correct answer to your question.

Now, look at the Daily Fork Spreader Inspection Criteria (page 8). These are the items that we require to be inspected EVERY shift before the lift is used. If it is not used that day, no inspection need be done.

It is **STRONGLY** suggested that the Daily Inspection Log (page 11) be completed on a daily basis as you complete the inspections. Without this log, you will have a very difficult time convincing anyone the inspections were done. If it's properly filled out, someone else is going to have a tough time proving you didn't perform the inspection. Which would you prefer?

Once the sheets become full, **THEY SHOULD BE FILED AWAY IN YOUR COMPANY ARCHIVES AND KEPT FOR A MINIMUM OF TEN (10) YEARS.**

We have created similar sheets for your forklift(s) (page 10 - 11). Additionally, there is a Fork Spreader training acknowledgment form (page 12) you can use with employees after reviewing the Fork Spreader Work Safe manual.

Thank you again for choosing an ARROW attachment. We provide this Work Safe program as part of our commitment to providing the best equipment backed by the most comprehensive support program in the industry.

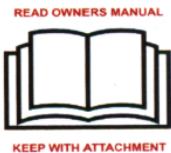


RECOMMENDED OPERATING RULES FOR FORK SPREADERS



DO NOT OPERATE THIS EQUIPMENT UNTIL:

- The lift vehicle manufacturer has approved it to be used with Fork Spreaders.
- The owner/operator manual is read and thoroughly understood.
- ALL supplied safety restraints and safety pins are applied before use.
- You are familiar with all applicable government regulations.
- Your personnel are trained in these regulations and licensed where applicable.
- Your personnel are trained in the use of this equipment.



INSTALLATION

- **Fork spreaders equipped with chains for securing to the forklift:**

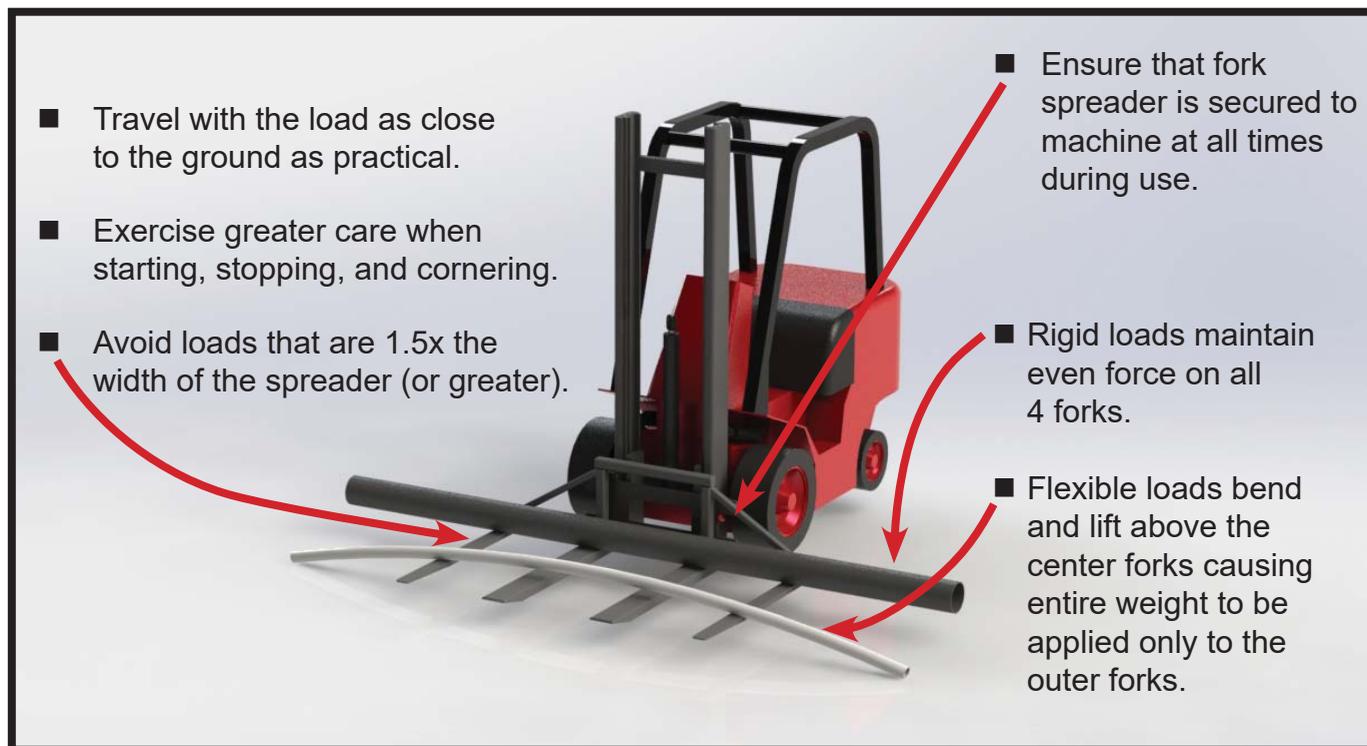
Ensure that the forklift forks are placed within the stirrups or pockets on the bottom of the fork spreader frame, and that the fork spreader frame is as far back as possible on the forks. Do not install fork spreaders on machines with forks that are too long for the pockets resulting in a gap between the fork spreader frame and the forklift carriage. Wrap both safety chains tightly around a substantial structural portion of the machine carriage and secure the ends of the chains using the hooks provided. For stirrup-style fork spreaders in particular, ensure that the chains are tight enough to prevent the outer forks from drooping when the fork spreader is lifted off the ground.
- **Fork spreaders that are to be carriage mounted:**

Use the forklift to pick up the fork spreader using the upper clips. Raise the fork spreader above the ground, turn off the machine, and block up the spreader so that it can't fall back to the ground and so that there is free access to the area where the lower clips will be installed. Securely fasten the lower clips in place.

USING YOUR FORK SPREADER



INCREASED TIPPING HAZARD



GENERAL OPERATING RULES:

- An inspection of the Fork Spreader must be made before **EACH SHIFT** (reference daily inspection criteria).
- The Fork Spreader must never be loaded beyond the manufacturer's specified load limits. This information may be found on applicable decals and/or identity plates located on the unit.
- Forklifts used to hoist the Fork Spreader must be fully OSHA compliant.
- The lift capacity established by the manufacturer of the industrial truck used to lift the Fork Spreader shall never be exceeded.
- The forklift operator must be properly licensed and trained in the use of the Fork Spreader.
- The forklift driver must remain at the controls of the forklift, with the engine running, at all times when the Fork Spreader is under load.

- When placing material into a wheeled vehicle, the receiving vehicle or trailer **MUST** be firmly chocked and all braking systems set.
- The wearing of hardhats and steel toed footwear is recommended by all personnel within the immediate area when the Fork Spreader is in use.
- No modifications may be made to either the hoist vehicle and/or the Fork Spreader without the express written consent of the manufacturer after their review and written reply of approval by a registered Professional Engineer (P.E.).
- Unauthorized (other) personnel are expressly forbidden from attaching the Fork Spreader and/or utilizing the forklift with the Fork Spreader affixed.
- It is suggested that personnel using the Fork Spreader be required to read these operating instructions and sign the manufacturer's release before they are allowed to use the equipment. This signed release should be retained in their respective personnel files for the duration of their employment.



ELECTRICAL HAZARDS



Adequate clearance must be maintained between the Fork Spreader and any aerial electrical lines. All lines are to be considered energized unless they are Locked Out and Tagged Out by authorized personnel. The minimum standoff distance is recommended to be ten (10) feet.

COLLISION HAZARDS



When in use, adequate clearance between the Fork Spreader and physical objects must be maintained.

The use of at least one (1) trained spotter is highly recommended to assisting the safe transport of lifted loads.

ENVIRONMENTAL HAZARDS



The Fork Spreader shall not be used during periods of high winds or storms unless an authorized person has approved of such use.

DAILY FORK SPREADER INSPECTION CRITERIA



1. Visually inspect the Fork Spreader for physical damage, corrosion, bending, and overall cleanliness;
2. Check welds for cracking or breaks.
3. Check each lift mount hole for elongation or cracking.
4. Check safety chain for secure fastening, no damage, cracking, or elongation of links or hook.



Please make copies of the following inspection logs as needed and maintain the originals for future use.

DAILY FORKLIFT INSPECTION

Battery Powered

- Hydraulic Fluid Leaks _____
- Hydraulic Hoses _____
- Hydraulic Fluid Level _____
- Petrochemical Leaks _____
- Damage to Forks _____
- Top Clip Retaining Pin and Heel _____
- Overhead Guard _____
- Brakes _____
- Parking Brakes _____
- Tires in Good Condition _____
- Seat Belt Condition _____
- Horn Operative _____
- Back Up Alarm _____
- Lights Operative _____
- All Gauges Operative _____
- All Markings/ID Plates Legible _____
- Forklift Cleanliness _____
- ALL Controls Working Smoothly _____



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Fork Spreader Training Acknowledgment Form

Company _____ **Date** _____

Name _____ **Dept.** _____

I acknowledge having completely read the Operating Instructions/Safety Manual and fully understand its contents. I understand that I am to contact my supervisor on any work safety related issue of which I am not absolutely sure how to proceed.

I understand this company's commitment to my personal safety and well being while on the job.

I will, to the best of my ability, work safely to protect myself, my fellow workers, and the company assets at all times.

Employee Signature

Management Signature

Arrow Material Handling Products Limited Warranty – Fork Spreader

Overview

Arrow Material Handling Products offers a Limited Warranty on products delivered hereunder against faulty workmanship and use of defective materials for a period of twelve (12) months from the date of shipment. Seller offers a Limited Warranty for miscellaneous parts and accessories such as cylinders, hoses, switches, valves and wiring delivered hereunder against faulty workmanship and use of defective materials for a period of three (3) months from the date of shipment. This warranty does not include, and there in hereby excludes, maintenance parts and consumables including but not limited to hydraulic fluid, oil, belts, teeth, blades, filters, hooks, chains and other similar items.

Disassembly, modification or welding of units without Arrow's written authorization voids the warranty. Hydraulic hoses are warranted against failure due to workmanship. Improper installation, ripping or cutting due to unauthorized modifications of Arrow installation procedures is not warranted. An Authorized Dealer or Arrow representative must install hydraulic kits and components for failures to be given warranty consideration.

No warranties are expressed or implied as to the fitness of the equipment on which the attachment or accessory is installed. The purchaser is responsible for promptly informing Arrow Customer Service of any suspected operational deficiencies or failures. Arrow is the sole party responsible for analysis of reported deficiencies or failures. Repair or replacement will be at the sole discretion of Arrow. Field repairs or modifications undertaken without prior approval by Arrow Customer Service may invalidate the warranty.

All returns require a MRA. That policy and form can be found on the website or via 913-495-4803.

General

The Arrow Limited Warranty is extended only to the original purchaser and may be void in the event that the product is sold or otherwise transferred. No warranty will apply to any product that has been (i) modified, altered or adapted without Arrow's written consent, (ii) abused or misused, (iii) repaired by any third party in a manner that fails to meet Arrow's repair standards, (iv) improperly installed, or (v) used with any device or implement not covered by this warranty.

The warranties set forth herein are in lieu of any and all other warranties, express or implied, including the warranties of merchantability and fitness for a particular purpose. The purchaser acknowledges that no other representations or warranties were made or relied on in connection with the purchase of the Arrow Products. No person is authorized to vary, modify or change the terms of this limited warranty.

Neither party shall be liable for any indirect, punitive, special, incidental or consequential damage in connection with or arising out of the use of the property sold to the purchaser, including without limitation, loss of business, revenue, profits, goodwill, consequential damages, whether in contract or tort, including negligence.

Nothing in this warranty affects any statutory rights of consumers or other purchasers that cannot be waived or limited by contract. This limited warranty gives you specific legal rights, and you may have other rights, which vary from state to state and country to country.

Limitations

This LIMITED WARRANTY does not cover product, which in the opinion of Arrow, is damaged due to abuse, misuse, misapplication, prohibited operation, improper maintenance, alteration, unauthorized service, contamination by the base machine, or normal wear and tear. This LIMITED WARRANTY is void if the product is modified in any way without the written consent or instruction of Arrow. This LIMITED WARRANTY is null and void if the product is used in a prohibited operation, or unauthorized adjustment / assembly / disassembly has occurred. This LIMITED WARRANTY is the exclusive warranty and is given in lieu of any and all other warranties, whether expressed or implied, arising in any fashion including but not limited to the course of dealing and course of performance, and including but not limited to warranty of merchantability or warranty of fitness for a particular purpose. Dealers or Agents of Arrow have no authority to make any type of representation or warranties on behalf of Arrow beyond those expressly set forth in this document.

In no event shall Arrow be liable to any party, including but not limited to buyer, for any direct, incidental, consequential, punitive, or special damages, including but not limited to loss of profits, loss of productivity, in any way related to or arising, directly or indirectly, from the product. The liability of Arrow for any and all losses and damages to buyer, its successors and assigns, resulting from any cause whatsoever, including the negligence of Arrow, irrespective of whether such defects are discoverable or latent, shall in no event exceed the purchase price of the product with respect to which such losses or damages are claimed.

Please refer to Arrow's Terms and Conditions of Sale document on the website for complete information.

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