

STANDARD OPERATING PROCEDURES

Lumber Buddy™ Portable Workstation

Safety



1. Always use the fork pockets when transporting.
2. Only lift the unit a maximum of 9-12" off the ground during transport.
3. Maximum load limit is 10,000 pounds.
4. If using wing extensions- only extend the wings as far as necessary.
5. If using wing extensions- NEVER use only one extension at a time.
6. Always keep the unit balanced.
7. Always tip the unit back when transporting.
8. Keep fingers clear of pinch points (such as the bullet pins for the wing extensions).
9. Conduct a monthly inspection of the unit. Inspection sheet attached.

Hazards



1. Tipping off the forks: could occur if the fork pockets are not used or if you are driving too fast or stop suddenly.
2. Material shifting or sliding off unit: could occur if the unit is unbalanced or if you stop suddenly.
3. Pinch Hazards: be aware of potential pinch points such as the wing extensions.
4. Weight: Lumber Buddy™ Portable Workstations are made of steel and weigh a minimum of 700 pounds. Be aware of where you place the unit that you do not set it on materials or co-workers.
5. Always operate the unit at a low speed.

Procedures:

1. Use the Lumber Buddy™ Portable Workstation only after watching the training video and/or attending a virtual training.
2. Read all caution stickers on the unit.
3. Think before you start (build the load in the order that will properly balance the load, NOT necessarily how the load is listed on the ticket).
4. Keep your buddy close. The Lumber Buddy™ Portable Workstation travels around the yard on the forklift with you as you build your load. Do not set the Lumber Buddy™ Portable Workstation down and bring materials to it like a stationary banding station.
5. Drive the forks of your forklift directly under the main frame of the Lumber Buddy™ Portable Workstation by positioning the forks to enter through the fork pockets.
 - o You can enter the fork pockets through the front of the unit or the back.
6. Drive to the first material needed (the material that needs to be on the bottom of the load).
7. Set your Lumber Buddy™ Portable Workstation down close to the material.

Procedures

8. Back your forklift out of the Lumber Buddy Portable Workstation.
9. Determine if wing extensions will be used to build this load.
 - If so, extend the wing extensions to the appropriate width by pulling the bullet pin and releasing the wings. Be sure to extend the wings the same distance on each side.
 - If not, leave the wings fully inserted in the wing tubes.
10. Position the banding channels in appropriate places along the unit based on where you will need to band the load once you are finished building the load.
Banding channels slide along the base by simply pushing or pulling them.
11. Build your load.
12. Band the load using the banding channels and dunnage if needed.

Procedures: Load Building Options

1. Backsliding
 - a. Clean unit of banding and any other debris.
 - b. Set the material in your Lumber Buddy™ Portable Workstation and then remove excess material by hand or by fork-splitting.
 - c. Return excess material to storage.
 - d. Bring the next product to the backside of the Lumber Buddy™ Portable Workstation
 - e. Lower material down behind uprights of the Lumber Buddy™ Portable Workstation to about two inches above material already stacked in the Lumber Buddy™.
 - f. Square the two products and then back the forklift up, sliding one unit on top of the other.
2. Hand Stacking
 - a. Set the Lumber Buddy™ Portable Workstation next to the area you will be working.
 - b. Bring material down from the rack, leaving the material on the forks at waist level.
 - c. Proceed to pull the material you need, using leverage as a tool.
 - d. Return excess material to the rack, then repeat the process until your order is complete.
3. Splitting and Stacking Panels
 - a. Bring the panels to the Lumber Buddy™ Portable Workstation.
 - b. Strip the unit of banding and any other unwanted debris that could possibly get tangled up in your work and then set the unit in the Lumber Buddy™ Portable Workstation.
 - c. If you're just pulling a few sheets and you're working out of a rack, take the unit out of the rack and bring the material to the Lumber Buddy™ Portable Workstation.
 - d. Using the forklift to adjust the elevation of the material, pull your order, sliding the material into place.
 - e. If you're pulling a large order, put the unit in the Lumber Buddy™ Portable Workstation and take excess material off by hand or fork splitting, depending on the grade of material.
 - f. Return remaining material to the rack.