PURPOSE

The purpose of this program is to establish the Company’s safe operational procedures regarding the use of forklifts and powered industrial lift trucks.

1. GENERAL INFORMATION & INSTRUCTIONS
2. Only those employees who have been trained and authorized to operate forklifts and other material hoists will do so. The Company will certify all authorized employees regarding competency on all types of lifting equipment.
3. Prior to starting the forklift, employee must perform an inspection of the operational components of the equipment. Your inspection might include, but not be limited to:
4. Inspecting the mast for broken or cracked weld-points and any other obvious damage.
5. Make sure roller tracks are greased and that chain is free to travel.
6. Check hydraulic fluid levels. Low fluid levels could result in unstable load retention and difficulty with controls.
7. Check each hydraulic line and fitting for excessive wear or crimping.
8. Look at lift and tilt cylinders to see if there is any damage or fluid leaking. Beginning fluid loss may not be immediately detectable by casual observance.
9. Inspect mounting hardware on the cylinders and make sure everything is secure.
10. Check tires for excessive wear, splitting or missing tire material. Severely worn tires on one side can cause the forklift to topple over while, handling loads or when loading or unloading from equipment trailers.
11. If you’re operating on pneumatic tires, check them for the proper pressure indicated on the tire.
12. Check to ensure seat belt is operable and in good condition.
13. Forklifts are powered either by battery, propane or diesel. If you detect a problem, report it to your department supervisor. Never attempt to repair it yourself.
14. The Company will use only those forklifts which meet ANSI approval to include a rated capacity established by the forklift manufacturer.
15. Forklifts require routine maintenance and proper care if they are to continue to operate safely. The Company will rely on an outside manufacturers authorized repair and service representative.
16. PRE-STARTUP CHECKLIST

As you prepare to start the forklift, some steps to follow in order to assist with the detection of problems prior to usage, might include:

1. Applying your foot to the break to ensure that adequate resistance is achieved and that no “spongy” feel is detected.
2. Ensure that the parking brake is engaged, place control in neutral, and start it by turning the key.
3. Check all gauges and indicators upon start-up and continue to do so during forklift operation. Problems could develop while an activity is ongoing.
4. Check the horn, visual signals and other safety features.
5. RATINGS & MANUFACTURER REQUIREMENTS
6. Forklifts display a manufacturer’s identification plate, which lists the load limitations for the forklift in question. These load limits are based on using the equipment under normal operating conditions with or without applicable attachments.
7. If the load you are to lift is unknown or is not listed on the material, a simple test can provide a reasonable approximation with regard to whether a load is too heavy or falls within applicable restraints. First, lift the load an inch or so. The forklift should feel stable and the rear wheels should remain in firm contact with the floor or ground. Second, attempt to move a short distance with the load to ensure that the forklift does not develop instability by becoming mobile. Uneven floor or ground surface, improperly inflated tires or other variables could render the forklift unstable even though the stationary test proved successful.
8. HANDLING & MOVING LOADS
9. The following constitutes basic forklift operating procedures when handling or moving loads is necessary:
10. Square up on the center of the load and approach it straight on with forks lowered (in the traveling position).
11. Stop when the tips of your forks are approximately a foot away from the material to be lifted.
12. Level forks and slowly drive forward until the load is resting against the backrest on the forks.
13. Lift the load high enough to clear whatever is under it.
14. Look over both shoulders to ensure that your path is clear then move backward approximately a foot or so.
15. Smoothly tilt the mask back to stabilize the load.
16. Operate at speeds designated within the facility for forklift traffic.
17. When you arrive to your destination, slow down, square up and stop approximately one foot or so from where you will rest the load.
18. Slowly and carefully move into the unloading area and gently lower or raise the material to its final destination.
19. Look over both shoulders and back up slowly after releasing your load. Use audible and visual alarms when backing up.
20. Stacking materials:
21. Lifting materials from atop a stack of materials is very similar to taking a load from the floor. You should move slowly, forks leveled, and gently raise the load before attempting to retreat. Remember to always look over both shoulders before backing up with a forklift.
22. To place more material on a stack which already exists, approach the stack slowly, stop about a foot or so in front of the stack and ensure that you have enough clearance to move the load over the upper most pallet prior to moving forward.
23. GENERAL SAFETY REQUIREMENTS
24. Never lift a load while the forklift is moving. Always wait until the forklift is completely immobile before you attempt to raise the load.
25. When stacking loads, be sure that the last load you placed sits squarely on the rest of the stack or it could topple over.
26. Always travel with a load slightly tilted backward for better stability.
27. Travel with the load at the proper height. A stable clearance height is 4 to 6 inches at the tips and 2 inches at the heels to clear most uneven surfaces and avoid debris.
28. If you can’t see over the load, drive in reverse. Never try to look around the load while driving forward.
29. When turning a forklift, remember that the turning wheels are in the rear of the forklift. Be careful to avoid swinging the forklift around violently. Many forklift accidents occur because the operator often forgets that the turning wheels are at the rear of the forklift.
30. When turning into aisles, stay wide. This will allow your load to clear the sides and give the operator a chance to square up with destination.
31. When you back out of an aisle, remember to allow enough room for forks to clear the sides before starting the turn.
32. Before loading or unloading trailers, the operator shall verify that trailer chocks and/or dock plates are securely positioned.
33. If you leave the forklift unattended for any reason, always lower the mast completely, turn off the engine and set the brake.
34. COMPANY OWNED EQUIPMENT
35. Only authorized employees shall be allowed to operate Company owned equipment including mobile machinery. Authorization to operate mobile machinery & equipment will be issued to employees qualifying under appropriate training and proficiency testing.
36. At the beginning of each shift, the competent/qualified operator shall inspect and check the assigned equipment and shall report immediately to his/her supervisor any malfunction of the clutch (if applicable), braking system, steering, lighting, or control system and shall lockout & tagout the equipment if necessary.
37. Unauthorized personnel shall not be permitted to ride on equipment unless it is equipped to accommodate passengers safely.
38. The operator shall make sure the warning signal is operating when the equipment is backing up.
39. No operator shall operate mobile machinery without the protection of an enclosed cab or approved eye protection.
40. Before starting the engine, the driver shall fasten his/her seat belt(s) and adjust them for a proper fit.
41. The operator shall not use, or attempt to use any vehicle in any manner or for any purpose other than for which it is designated.
42. The operator shall not load the vehicle/equipment beyond its established load limit and shall not move a load that has not been centered and secured for safe transportation. Always take into consideration the length, width, and height of the load.
43. The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall ensure that the nozzle of the filling hose makes contact with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation.
44. EMPLOYEE TRAINING
45. All Company employees who will operate forklifts, mobile machinery and/or Company owned equipment will undergo classroom and hands-on practical instruction regarding safe operations. Each employee must be instructed in the recognition and avoidance of unsafe conditions and the regulations applicable to his/her work environment with an objective of controlling and/or eliminating any hazards or other exposure to injury or illness.
46. In addition, employees who have successfully passed forklift “certification” training will incur an additional 30-day review for workplace compliance, followed-up by periodic monitoring, for the duration of forklift operation authorization. Initial classroom instruction shall include, at a minimum:
47. Operating instructions, warnings, and precautions including:

* Diesel powered: Forklift usage is normally outdoors, on even terrain, and in a controlled environment.
* LP-Liquefied petroleum: Forklift usage is normally indoors (well ventilated), on even terrain and in a controlled environment.

1. Additional training will include, at a minimum, the following:

* Vehicle stability;
* Vehicle capacity;
* Operating Radius;
* Steering and maneuvering;
* Operating limitations including load capacities;
* Visibility (including restrictions due to loading);
* Load manipulation, stacking, and un-stacking;
* Composition of loads to be carried and load stability;
* Surface conditions where the vehicle will be operated;
* Refueling and/or charging and recharging of batteries;
* Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
* Differences between the truck and the automobile;
* Truck controls and instrumentation; where they are located, what they do, and how they work;
* Any vehicle inspection and maintenance that the operator will be required to perform;
* Any of the operating instructions, warnings, or precautions listed in the operator’s manual for the types of vehicle that the employee is being trained to operate;
* Pedestrian traffic in areas where the vehicle will be operated, as well as the posted maximum speed;
* Ramps and other sloped surfaces that could affect the vehicle’s stability;
* Closed environments and other area where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
* Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

1. Mandatory refresher training will include, but may not necessarily be limited to, the following:

* Every 3 Years;
* When the operator is assigned to drive a different type of truck; or
* When the operator has been observed to operate the vehicle in an unsafe manner;
* When the operator has been involved in an accident or near-miss incident while operating the forklift;
* When the operator has received an evaluation that reveals that the operator is not operating the truck safely;
* A condition in the workplace changes in a manner that could affect safe operation of the truck.

1. During practical training, employees will be observed accomplishing at a minimum:
2. Forklift inspection;
3. Pre-startup checks;
4. Knowledge of controls;
5. Proper fork positioning;
6. Moving around obstructions;
7. Handling loads above head level;
8. Proper travel forward and backing up;
9. Traveling up and down inclines (if applicable);
10. Safety when turning corners or entering blind areas;
11. Moving loads while traveling both forward and backward;
12. Forklift training will be conducted by a third party who has the necessary knowledge and competency to teach Company employees in accordance with the requirements of 29 CFR 1910.178.

Forklift training will be documented and maintained in the respective employee’s training file. Certifications shall include operator name, training date, evaluation date, and trainer/evaluator name.

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| **Reviewed and Approved** |
| Quality Manager or President |  |  |
|  | Date |