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# FORKLIFT SAFETY AND OPERATION

## DON'T FORK AROUND HERE.

### FORKLIFT OPERATION

- Free rigging or using slings or other rigging hardware to suspend loads beneath the fork is prohibited. Only attachments approved by the forklift manufacturer that include load charts or an apparatus designed and sealed by a registered professional engineer shall be used. The registered professional engineer must approve the application of the apparatus for the forklift. The apparatus must be used as designed for its intended purpose.
- Mandatory use of seat belts is required on all forklifts. The equipment must also have roll-over protection (ROPS).
- Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
- No individual shall be allowed to stand or pass under the elevated portion of any forklift whether loaded or empty.
- Unauthorized personnel shall not be permitted to ride on forklifts. A safe place to ride shall be provided where riding of forklifts is authorized.
- Arms or legs will not be placed between the uprights of the mast or outside the running lines of the forklift.
- When a forklift is left unattended, load-engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the forklift is parked on an incline.
- A forklift is unattended when:
  - + The operator is 25 ft. or more away from the forklift which remains in his view or whenever the operator leaves the forklift and it is not in his view.
  - + The operator of a forklift is dismounted and within 25 ft. of the forklift still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
  - + A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform, or freight car. Forklifts shall not be used for opening or closing freight doors.
- Only approved forklifts shall be used in hazardous locations.
- Using the lifting carriage or forks for lifting personnel is prohibited.
- All traffic regulations shall be observed, including authorized project speed limits. A safe distance shall be maintained approximately three forklift lengths from any equipment ahead, and the forklift shall be kept under control at all times.
- The operator shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs the forward view, the driver shall be required to travel with the load trailing.
- The operator shall be required to look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades in excess of 10%; loaded forklifts shall be driven with the load upgrade. Under all travel conditions, the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay shall not be permitted.
- Only loads within the rated capacity of the forklift shall be handled.
- Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
- Open flames shall not be used for checking electrolyte levels in storage batteries or fuel levels in fuel tanks.
- Forklifts shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided or approved by the manufacturer or by the elimination of any parts. Additional counterweighting of forklifts shall not be done unless approved by the forklift manufacturer.
- Operators shall do a documented inspection prior to using the forklift each shift. Any problems or concerns shall be brought up to project supervision.

### FORKLIFT INSPECTION & MAINTENANCE REQUIREMENTS

- Each operator shall make a thorough visual inspection of their machine at the start of each shift and document inspections using the forklift checklist in the Company Safety Management System.
- Each forklift whether owned, leased, or rented by the Company shall be properly maintained. No forklift should be put into service that does not have an operator's manual and load chart that is physically stored on the piece of equipment for the operator to use. Company-owned equipment shall have a master copy of the operator's manual and load chart in the shop/yard or wherever service records are kept. The equipment shall be serviced according to the manufacturer's recommendations and a copy of the service records shall be kept for the life of the equipment while owned by the Company.

### FORKLIFT OPERATOR TRAINING & EVALUATION

- Prior to permitting an employee-owner to operate a forklift (except for training purposes), project supervision shall ensure that each operator has successfully completed the training required. This training can be received from a third party or by the Company using a designated person who has requisite knowledge, training, and experience to train operators and determine their competency.
- Formal Instruction (e.g., lecture, discussion, videotape, and or written material), and practical training (demonstrations performed by the trainer and practical exercises performed by the trainee). Operators shall receive initial training in the following topics, except for topics that can be demonstrated as not applicable to the safe operation of the forklift in the workplace:
- Forklift Related Topics
  - + Operating instructions, warnings, and precautions for the types of forklift the operator will be authorized to operate
  - + Mandatory use of seat belts on all forklifts with roll-over protection structures
  - + Differences between the forklift and the automobile
  - + Forklift controls and instrumentation: where they are located, what they do, and how they work
  - + Engine or motor operation
  - + Steering and maneuvering
  - + Visibility (including restrictions due to loading)
  - + Fork and attachment adaptation, operation, and use limitations
  - + Equipment capacity
  - + Equipment stability
  - + Equipment inspection and maintenance the operator will be required to perform
  - + Refueling and/or charging and recharging of batteries
  - + Operating limitations
  - + Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of forklift that the employee-owner is being trained to operate
- Workplace-Related Topics:
  - + Surface conditions where the forklift will be operated and should not be operated:
    - » Composition of loads to be carried and load stability
    - » Load manipulation, stacking, and unstacking
    - » Pedestrian traffic in areas where the forklift will be operated
    - » Narrow aisles and other restricted places where the forklift will be operated
    - » Hazardous (classified) locations where the forklift will be operated
    - » Ramps and other sloped surfaces that could affect the forklift's stability
    - » Closed environments and other areas where insufficient ventilation or poor forklift 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
- Avoidance of Duplicative Training
  - + If an operator has previously received training as specified in this section, and such training is appropriate to the forklift and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the forklift safely.

### EVALUATION OF THE OPERATOR'S PERFORMANCE IN THE WORKPLACE

The designated person assigned to determine the operator's competency shall use the Forklift Operator Competency Form in the Company Safety Management System to check each item for the operator. This check should be specific to the equipment the employee-owner will be operating. After completion of the items noted above, the operator can be allowed to operate the forklift on which they have been checked out.

Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the forklift in an unsafe manner
- The operator has been involved in an accident or near-miss incident
- The operator has received an evaluation that reveals that the operator is not operating the forklift safely
- The operator is assigned to drive a different type of forklift
- A condition in the workplace changes in a manner that may present an unsafe operation.

AN EVALUATION  
OF EACH FORKLIFT OPERATOR'S PERFORMANCE SHALL BE  
CONDUCTED AT LEAST ONCE EVERY THREE (3) YEARS.