

WORK INSTRUCTION

001	Forklift Safety
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Status: Draft

Version Number: 01

Approvals

Approver's Printed Name and Title
Name Title Department
Name Title Department

1. Purpose



To ensure the safety of our powered industrial truck operators and comply with the requirements of Occupational Safety and Health Administration standard 29 CFR 1910.178.

2. Scope

This program applies to any employee whose job duties require them to operate a forklift.

3. TRAINING



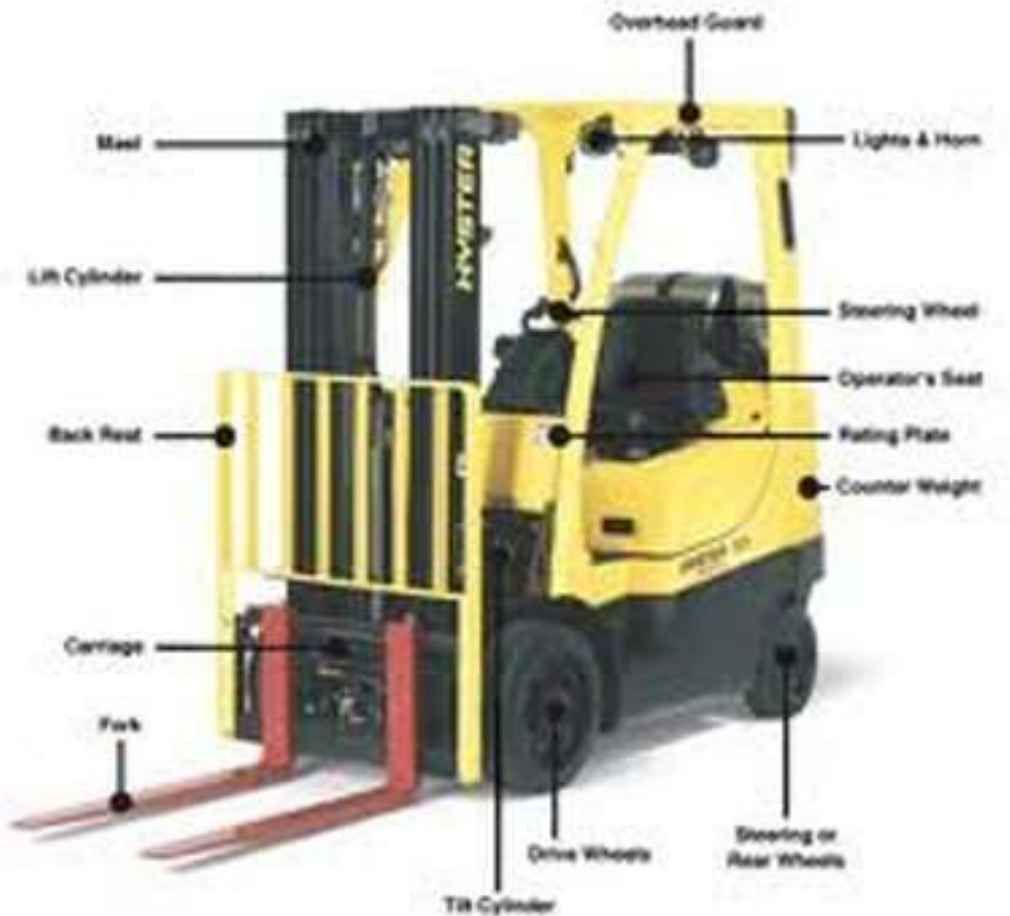
Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, videotape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

3.1. Truck – related topics:



Initial Training – Truck – Operators will be trained in the following topics except those which the supervisor can demonstrate are not applicable to safe operation of the truck in the workplace.

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;



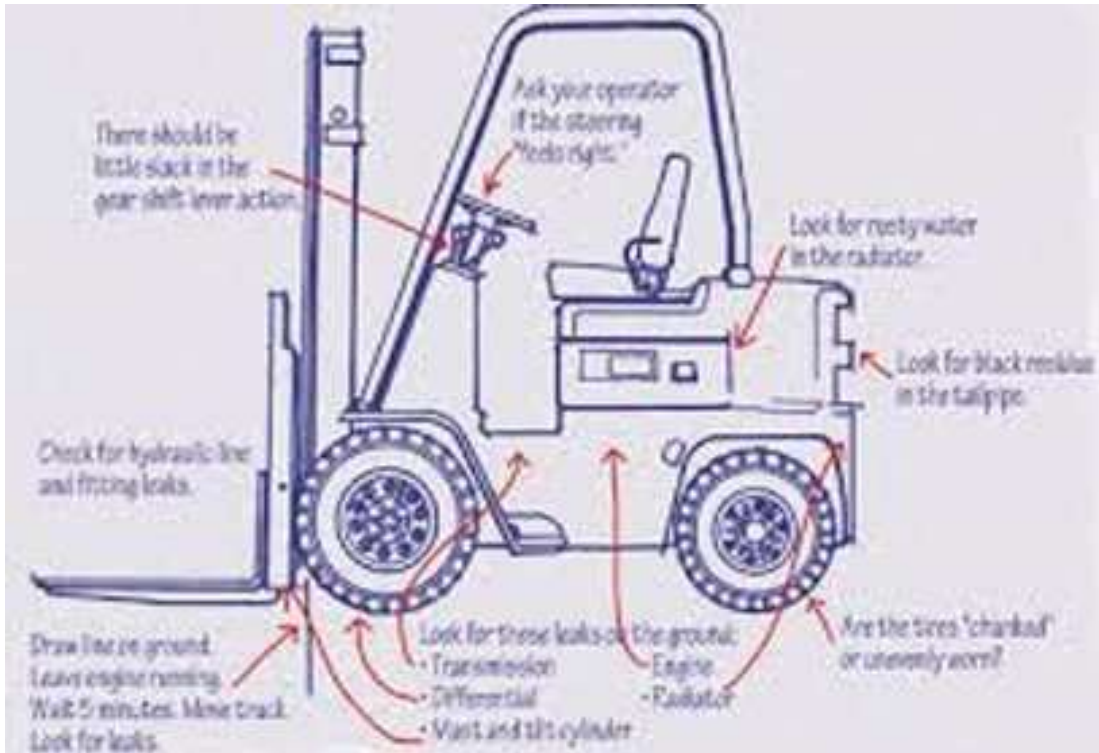
Instruction Manual

2. Differences between the truck and the automobile;



Truck vs. Automobile

3. Truck controls and instrumentation; where they are located, what they do, and how they work;



Forklift Controls

4. Engine or motor operation;



Forklift Motor

5. Steering and maneuvering;



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Maneuvering a Forklift

6. Visibility (including restrictions due to loading);



Visibility Compromised

7. Fork and attachment adaptation, operation, and use limitations;



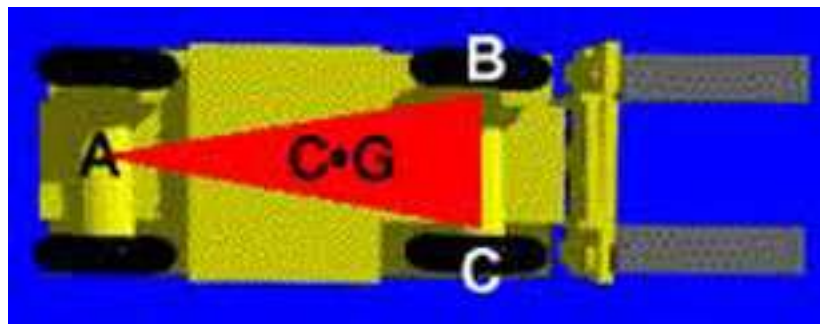
Forklift Attachment

8. Vehicle capacity;



Calculate Forklift Capacity

9. Vehicle stability;



Forklift Stability Triangle

10. Any vehicle inspection and maintenance that the operator will be required to perform;



Forklift Inspection

11. Refueling and/or charging and recharging of batteries;



12. Operating limitations;



Operating Limitations

13. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.



3.2. Workplace – related topics:



Initial Training – Workplace – Operators will be trained in the following topics except those which the supervisor can demonstrate are not applicable to safe operation of the truck in the workplace.

1. Surface conditions where the vehicle will be operated;



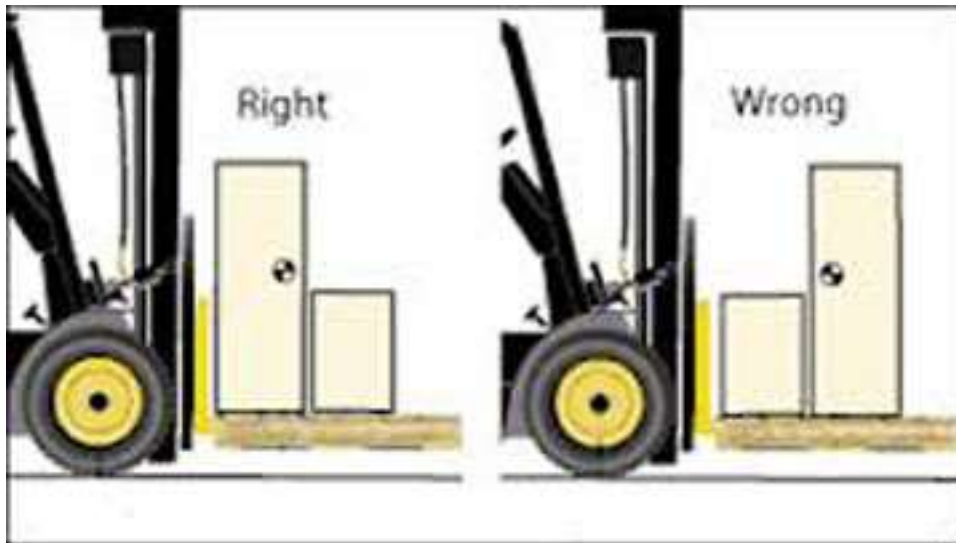
Outdoors

- 2. Composition of loads to be carried and load stability;



Load Composition and Stability

- 3. Load manipulation, stacking, and unstacking;



Forklift Load Manipulation

4. Pedestrian traffic in area where the vehicle will be operated;



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5. Narrow aisles and other restricted places where the vehicle will be operated;



6. Hazardous (classified) locations where the vehicle will be operated;



7. Ramps and other sloped surfaces that could affect the vehicle's stability;



8. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;



Hazardous Conditions in the Workplace

9. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

3.3. Refresher Training



Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

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

3.4. Evaluation Procedure

Every three years the trainer will conduct an evaluation of our certified drivers. The evaluation need not take excessive time, be unduly burdensome, or interrupt the production process. The trainer will:

1. Observe the powered industrial truck operator during normal operations to determine if the operator is performing safely;



Safe at all Times

2. Ask pertinent questions to ensure that the operator has the knowledge or experience needed to operate a truck safely;



Supervision

3. Notify Public Safety of the evaluation date and results;



Report Results

4. Schedule and conduct refresher training if necessary.



4. ROLES AND RESPONSIBILITIES



Forklift Safety Positions

5. ROLES AND RESPONSIBILITIES TABLE

<i>Roles</i>	<i>Responsibilities</i>
Directors / Department Heads	Hold the appropriate supervisors/individuals accountable for the responsibilities within this program.
Supervisors	<ul style="list-style-type: none"> • Certify that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in the "Operator Training" section of the OSHA standard 29 CFR 1910.178 (I) (see Training section of this SOP). • Ensure that a certificate is given to the operator. The certificate must include his/her name; training date; evaluation date; and the trainer/evaluators name.
Assistant Director of Public Safety	<ul style="list-style-type: none"> • Assist in the initial training, refresher training, and evaluations of forklift operators. • Update this SOP when necessary.
Trainer	<ul style="list-style-type: none"> • Conduct forklift training as required in OSHA 29 CFR 1910.178 (I). • Evaluate operator competence. • Provide a certificate to the operator. The certificate must include his/her name; training date; evaluation date; and the trainer/evaluator's name.
Employee (Powered Industrial Truck Operator)	<ul style="list-style-type: none"> • Attend training and refresher sessions as needed. • Follow safe forklift operating procedures. • Inform supervisor of accidents, near misses, and/or problems with any forklift.

6. Referenced Documents

1. Occupational Safety and Health Administration (OSHA) Code of Federal Regulations (CFR) 29 part 1910.178 Powered Industrial Trucks.