

Chapter 23 Forklift Safety

Sign Designs uses a forklift on the company premises to transport loads to various locations within the facility. A clear understanding of the hazards associated with forklift operations is achieved through proper training.

Sign Designs will certify operators in the safe operation of the forklift at the company facility. Certifications from other facilities, classes, employers are not valid at Sign Designs. Safe forklift operations charts are posted throughout the facility.

Operators are strictly prohibited from operating any forklift outside of the Sign Designs facility.

Sign Designs operates only 1 LP forklift.

Definitions

- *Authorized Operator:* An employee who has satisfactorily completed both classroom and operation training on material-handling equipment at the company's facilities.
- *Load Center:* The horizontal distance from the edge of the load (or the vertical face of the forks or other attachment) to the load's center of gravity.
- *Rated Capacity:* The maximum weight that the powered industrial truck is designed to lift, as determined by the manufacturer.

Operator Responsibilities

Operators are responsible for the following:

- Operating the forklift in a safe manner consistent with safe rules of operation.
- Inspecting the forklift at the beginning of each work shift and completing the appropriate inspection forms.
- Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately. Park lift in safe place, remove key, tag or note problem.

Training Requirements

All personnel who operate forklifts, scissor lifts, boom lifts, powered hand trucks, and tractors are required to have the following training.

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, 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. Someone who is authorized, qualified and determined to be competent shall conduct all training.

Training Program Topics

Training shall include providing information on the following topics:

- Operating instructions, warnings, and precautions for the type of forklift the operator will be authorized to operate;
- 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;
- Forklift capacity and stability;
- Any inspection and maintenance that 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 forklift that the employee is being trained to operate.
- Workplace-related topics:
 - Surface conditions where the vehicle will 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 vehicle will be operated;
 - Hazardous (classified) locations where the forklift will be operated;
 - Ramps and other sloped surfaces that could affect the forklift stability;
 - Closed environments and other areas where insufficient ventilation or poor forklift maintenance could cause a buildup of carbon monoxide or diesel exhaust; and
 - Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

Refresher Training Requirements

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 forklift safely.

Refresher training will be conducted 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; or
- A condition in the workplace changes in a manner that could affect safe operation of the forklift.

An evaluation of each forklift operator's performance shall be conducted at least once every three years. Employee training records shall be maintained for 5 years.

Program Activities

Equipment Inspection and Maintenance

- The forklift will be inspected before each shift.
- A file will be maintained that lists the shift inspections of equipment. This file will be kept in the production office.
- A maintenance log will be kept that identifies repair needs and corrective actions taken for the forklift. This log will be kept at the production office.
- If repairs are needed on the forklift such that it cannot be safely operated, it will; be taken out of service until the repairs have been made.
- After repairs have been completed, the forklift will be given a performance test to ensure that the equipment is safe to operate.
- The forklift will be kept in clean condition, free of dirt, excess oil and grease.

Changing and Charging Batteries

- Equipment will be provided to safely flush and neutralize spilled battery acid and electrolyte.
- Smoking will be prohibited in all battery-charging areas.
- Eyewash equipment will be maintained in all charging areas.
- Precautions will be taken to prevent open flames, sparks and electric arcs in charging areas.
- Employees who change and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE).

Safe Work Practices

General Safe Work Practices

- Only authorized, trained personnel shall operate the forklift.
- Before start of shift, a visual inspection must be conducted. Employees shall not operate an unsafe forklift at any time.
- Change fuel tanks out of doors while engine is off.
- Operators shall drive with both hands on the steering wheel. Horseplay is prohibited. Do not drive with wet or greasy hands.

- No person shall ride as a passenger on a forklift or on the load being carried.
- A forklift will not be used to elevate a platform or pallet with persons on it.
- No person shall stand or walk under elevated forks.
- Operators should avoid making jerky starts, quick turns, or sudden stops. The operator will not use reverse as a brake.
- Slow down on wet and slippery surfaces and at cross aisles or locations where vision is obstructed.
- Operators entering a building or nearing a blind corner shall make their approach at reduced speed. Sound horn and proceed carefully.
- Operators shall give pedestrians the right-of-way at all times.
- Operators shall not drive toward any person who is in front of a fixed object or wall.
- Operators shall not overtake and pass another forklift traveling in the same direction, at intersections, blind spots, or hazardous locations.
- Operators should not put their fingers, arms, or legs between the uprights of the mast, or beyond the contour of the forklift.
- Forks should always be placed under the load as far as possible. Do not lift a load with one fork.
- No load should be moved unless it is absolutely safe and secure.
- Use extra care when handling long lengths of bar stock, pipe, or other materials.
- Avoid sharp or fast end-swing.
- Compressed gas cylinders shall be moved only in special pallets designed for this purpose.
- When unloading trucks or trailers, the brakes on the vehicle will be set (locked) and the wheels chocked.
- Forklifts must be safely parked when not in use. The controls shall be neutralized, power shut off, brakes set, key removed, and the forks left in a down position flat on the surface, and not obstructing walkways or aisles.
- A forklift shall not be left on an incline unless it is safely parked and the wheels blocked.
- Only stable and safely arranged loads will be handled.
- Only loads within the rated capacity of the powered industrial truck will be handled.

Traveling

- The forklift will be kept under control at all times.
- When vision is obscured, the operator will slow down and sound the horn.
- If the load blocks the operator's view, the forklift will be driven in the direction that provides the best visibility.
- The operator will keep a clear view of the path of travel.
- The loaded powered industrial truck will be driven with the load upgrade when driving on ascending or descending grades greater than 10%.
- Dock boards and bridge plates will be properly secured before they are driven over.
- When the forklift is not carrying a load, the operator shall travel with the forks as low as possible (maximum of 3 inches on paved surfaces). When carrying a load, it should be

carried as low as possible (consistent with safe operation, 2 to 6 inches above the surface.)

- The forks should not be operated while the forklift is traveling.
- On a downgrade, the load shall be last, and the forks raised only enough to clear the surface.
- On an upgrade, the load shall be first, and the forks raised only enough to clear the surface.

DAILY FORKLIFT INSPECTION FORM							
Caterpillar Model GP40 Serial 1CM01421 8000# Capacity							
VISUAL INSPECTION	SAT	UNS	N/A	OPERATIONAL INSPECTION	SAT	UNS	N/A
Tires/wheels/coating/air pressure				Horn			
All lights				Hydraulic steering			
Warning Devices				Break			
Number of hours				Emergency break			
Indicator clocks				Start in neutral position			
Damages to the bodywork				Fork inclination			
Oil/fluids/fuel/water leaks				Raising and lowering the fork			
Engine oil level				Hydraulic components			
Coolant level				Fork status and lock			
Fuel level				Safety belts			
Hydraulic oil level				Transmission/Steering			
Battery				Fire protection equipment			
External lubrication points				Reverse alarm			
Time:				Date:			
Comments:							
Operator Name and Signature				Supervisor Name and Signature			
Instructions: Mark all indicated lines. SAT = Satisfactory, UNS = Unsatisfactory, N/A = Not applicable. In case you have any additional comments, use the back of this form.							