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**FORKLIFT**

**SAFETY PROGRAM**

**[Insert your company information here]**

**D2000 Safety, Inc.**

**P.O. Box 2939**

**Eugene, OR 97402**

**[Insert new revision date]**

**Revised 6/8/15**

**FORKLIFT SAFETY PROGRAM**

**Purpose**

The purpose of our Forklift Safety Program is to reduce the potential for injury and property damage, to comply with the requirements of OSHA’s Powered Industrial Truck standard, 29 CFR 1910.178 and our company policy.

**Scope**

Only employees over the age of 18 who are trained and authorized by our company will be allowed to operate forklifts. Employees who have received training through a prior employer are still required to be trained and authorized by our company.

Contractors or outside personnel are not permitted to operate company forklifts without written permission from our company. Written permission may be granted by the company if the following conditions are met:

* Operators must trained and certified on the type of forklift they will operate at our facility. Training must include a discussion of site specific hazards and refueling procedures.
* Forklifts must be operated in a safe manner at all times.
* Contractors failing to adhere to safe work practices will be asked to terminate their work until they comply with our requirements.

**Responsibilities**

Program Administrator responsibilities include:

* Implement our written Forklift Safety Program;
* Coordinate forklift training and certification;
* Maintain training documentation;
* Review the effectiveness of our program at least annually and implement steps for program improvement.

Supervisors are required to ensure that their forklift operators:

* Are certified for the type of forklift they are operating.
* Operate forklifts in a safe manner at all times. Supervisors must provide timely feedback to operators to ensure forklifts are operated safely.
* Ensure that forklifts are properly inspected and maintained in a safe operating condition.
* Review operator pre-operation inspection sheets daily and turn them in to our mechanic.

Forklift operators are responsible for:

* Operating forklifts in a safe manner at all times; never under the influence of drugs/alcohol.
* Inspecting their forklift at the beginning of each work shift and completing a pre-operation inspection report.
* Reporting forklift defects and/or maintenance needs to their supervisors and maintenance immediately.
* Reporting all incidents including accidents, near misses, falling stacks, and spilled loads to their supervisor immediately.

**Incident Reporting**

* All incidents are to be reported to supervisors immediately. This includes accidents, near misses, and leaning or falling stacks of materials and spilled loads.
* Forklift operators who are observed operating a forklift in an unsafe manner or are involved in an accident or serious near miss may be subjected to drug/alcohol testing per our Drug/Alcohol Policy.

**Operator Training**

Operator training, evaluation and certification shall be conducted by designated personnel who have the knowledge, training and experience to train powered industrial truck operators and evaluate their proficiency. Training shall be documented using the Forklift Operator Evaluation Form found in Appendix A.

1. Initial Training
   * Trainees may operate a forklift only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and where such operation does not endanger the trainee or other employees.
   * Training shall consist of a combination of:
     + classroom training (forklift safety, inspection, proper equipment operation, review of the operators manual, hazards and special conditions),
     + practical training (facility tour including mechanic shop, oil room, site specific hazard; pre-operation inspection, controls/instruments/warnings, refueling and recharging), and
     + evaluation of the operator’s performance in the workplace (driving test).
   * Training program content is outlined in OSHA’s 1910.178(l)(3)(i & ii).
2. Retraining/Recertification
   * Recertification must be completed at least every three years.
   * Recertification shall, at a minimum, include:
     + A review of recent forklift incidents.
     + A discussion of any forklift related issues.
     + Driving test.
   * Retraining is required when:
     + The operator has been observed operating a 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 truck; or
     + A condition in the workplace changes in a manner that could affect safe operation of the truck.

**Forklift Operation**

In addition to OSHA regulations covered in our training program this section emphasizes specific areas of concern.

1. Pre-Operation Inspection
   1. Inspections are to be completed at the start of your shift using a checklist (Appendix B). The checklist is to be turned in to your supervisor daily.
   2. Unsafe forklifts are to be removed from service, tagged with an out-of-service tag until they are repaired.
   3. Objects must not be placed over the overhead guard which impair the operators’ overhead vision.
   4. Safety devices such as backup alarms, flashing lights, etc. shall not be disabled.
2. Operating Procedures
   1. Use of a seatbelt is required.
   2. No passengers are permitted to ride on forklifts.
   3. Always use three points of contact when climbing onto or off a forklift.
   4. The operator will never place his/her arms or legs between the uprights of the mast or outside the running lines of the forklift.
   5. People are not to be lifted on the forks, on pallets, or on other material.
   6. No horseplay.
   7. Keep all parts of the body within the cab of the forklift.
   8. Never operate the forklift without being in the driver’s seat.
   9. Fire doors, access to stairways, fire extinguishers and emergency exits must always be kept clear.
   10. No person will be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
   11. When ascending or descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade. Unloaded trucks will be operated on all grades with the load engaging means downgrade. On all grades, the load and load engaging means will be tilted back and raised only as far as necessary to clear the road surface.
   12. The operator must always look in the direction of travel and keep a clear view of the path of travel.
   13. The load must be carried as low as practical; typically 6-10” above the operating surface.
3. Loading/Stacking
   1. Never exceed the rated capacity of the forklift.
   2. A load backrest extension must be used whenever necessary to minimize the possibility of the load or part of the load from falling rearward.
   3. Unbanded units or small objects must not extend above the load backrest.
   4. Extreme care must be used when tilting the load forward or backward especially when high tiering. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack of material.
   5. Unsafe containers and pallets shall be removed from service.
   6. The operator must always be aware of overhead hazards.
   7. After removing an elevated load from a stack always lower the load before turning.
   8. Ensure that your forks are long enough to adequately support your load.
4. Traveling
   1. Never drive up to anyone standing in front of a bench or other fixed object.
   2. Forklifts must always be operated at a safe speed based on site specific conditions such as the condition of the operating surface, stability of the load, vehicle and pedestrian traffic, slope, etc. which may warrant operating at a slower speed.
   3. If the load being carried obstructs forward view, the operator must travel in reverse with the load trailing.
   4. Operator must slow down at all intersections and sound the horn at blind intersections.
   5. Never drive over loose objects.
   6. Slow down on wet or slippery floors.
5. Housekeeping
   1. The operating surface must be kept clean of debris and loose objects.
6. Parking
   1. When leaving the truck unattended, the forks must be fully lowered, the controls placed in neutral, the power shut off, the parking brake engaged, and the wheels chocked if parked on an incline.
   2. A forklift is considered unattended when the operator is 25 feet or more away from the vehicle and the truck is not in view.
   3. When the operator is dismounted and within 25 feet of the truck still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
7. Refueling
   1. *(Insert your refueling procedures)*
8. Pedestrian Safety
   1. During employee orientation all employees are to be instructed about how to work safely in forklift operating areas.
   2. Forklifts are to yield right of way to pedestrians whenever possible.
   3. Pedestrians must keep at least six feet away from forklifts at all times unless the operator has parked the forklift.
   4. Beware of tail swing. Keep pedestrians at least six feet away before you start to drive.
   5. Approach blind intersections or turns carefully and sound your horn.
   6. Check behind (both sides) before backing up.
9. Use of Attachments
   1. Forklifts using attachments must have a capacity plate specific for that attachment.
   2. The attachment must be correctly mounted on the forklift.
   3. A personnel basket is an attachment.
10. Use of Personnel Baskets
    1. The preferred method for lifting personnel is to use an aerial lift, scissorlift, or other type of aerial work platform.
    2. The basket must be constructed according to ANSI B56.1(e.g. with standard handrails and midrails, seven foot high screen back so personnel can’t contact the various parts of the mast).
    3. When using personnel baskets they must be:
       1. Firmly attached to the carriage.
       2. An operator must remain in the driver seat while employees are in the basket.
       3. The forklift shall not travel from point to point with the work platform elevated at a height greater than 4 feet while workers are on the platform.
11. Stacking Guidelines
    1. See Appendix C
12. Loading/Unloading Trucks
    1. See Appendix D
13. Loading/Unloading Railcars
    1. See Appendix E

**Maintenance of Trucks**

1. Forklift that are unsafe to operate shall be immediately removed from service. An out-of-service tag shall be placed on the steering wheel until necessary repairs can be made to return the forklift to a safe operating condition.
2. Maintain maintenance records for each forklift for the life of the machine.
3. The mechanic shall review the operators’ pre-operation inspection checklists daily. Checklists will be archived for one year.

**Program Review**

1. This program shall be reviewed at least annually and modified where necessary to improve forklift safety.

[Consider including these best practices into your written program. Please contact us if you need examples of these forms/procedures.]

Appendix A

Forklift Operator Evaluation Form

Appendix B

Pre-Operation Inspection Checklist

Appendix C

Stacking Guidelines

Appendix D

Procedures for Loading/Unloading Trucks

Appendix E

Procedures for Loading/Unloading Railcars