

Environmental Health & Safety Programs

Title: Forklifts and Powered Industrial Trucks

Document No.: OCS-



Environmental Health & Safety Policy

Title: Forklifts and Powered Industrial Trucks	Document No.: OCS-101
	Revision No.: Initial Date: September 2, 2015
	Approved By: Avraham Boruchowitz, CSP, CHMM

- Vehicle capacity and stability.
- Inspection and maintenance procedures.
- Refueling or charging of batteries.
- Operating limitations.
- Surface conditions where the vehicle will be operated.
- Composition of loads and load stability.
- Load manipulation and stacking.
- Pedestrian traffic.
- Narrow aisles and ramps.
- Hazardous locations and environments that could cause a buildup of carbon monoxide or exhaust fumes.
- OSHA regulations.

3.4 Appropriate retraining will be provided by EHS when the:

- Operator operates the truck in an unsafe manner.
- Operator is involved in an accident or near-miss incident.
- Operator is assigned to drive a different type of powered industrial truck.
- Operator receives an evaluation revealing unsafe practices.
- Conditions in the workplace change in a manner that could affect the safe operation of the truck.

3.5 Operators will be certified to drive a powered industrial truck. The certification will include the name of the operator, the date of testing, the date of the evaluation, and the name of the person(s) conducting the training and evaluation. Authorized drivers will be issued a wallet certificate to operate powered industrial trucks and must have the certificate with them when operating the truck.

3.6 Retraining in safety procedures and OSHA regulations will be conducted every three years by EHS.

3.7 An evaluation of driver performance will be conducted every three years by an driver authorized to conduct the performance.

4.0 Pre-Use Forklift/Industrial Truck Inspections

4.1 Prior to the use of a forklift/industrial truck by an operator, a pre-use inspection must be completed to ensure safe operation of the equipment at all times. Pre-use applies to each shift when multiple shifts are in place utilizing the equipment. The pre-use inspection checklist must include the following general items:

- Identification of the industrial truck/forklift.

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5.4 All modifications and additions must not be performed or attached without written approval from the manufacturer.

6.0 Equipment

6.1 All forklifts and powered industrial trucks must be designed and constructed to meet minimum American National Standards Institute (ANSI) requirements established in the “American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-1969.”

6.2

Table 1



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- 6.4 Auxiliary lighting shall be provided on the truck in areas where general lighting is less than two lumens per square foot.
- 6.5 A load backrest extension shall be used whenever necessary to minimize the possibility of the load falling backwards. The load shall not exceed the top of the backrest. Placing extra weight on the rear of the lift truck to counterbalance the front load is not permitted.
- 6.6 Trucks capable of lifting loads higher than the operator's head or where there is a hazard from falling objects, must be equipped with an overhead guard. The guard is not designed to protect the operator from a full capacity load.
- 6.7 Hazardous moving parts such as gears, chains, and sprockets shall be guarded.
- 6.8 Seat belts are required to be worn. If the forklift does not have a seatbelt installed, the manufacturer should be contacted for a retrofit kit.
- 6.9 The operator's manual for the forklift/industrial truck should be available to operators at a central location or on the lift itself. Operators should take the time to review operating instructions and safety guidelines.

7.0 Fuel/Battery Handling, Storage, and Filling

- 7.1 Liquid Fuels (gasoline/diesel fuel):
- 7.1.1 Liquid fuels for operation of forklifts/industrial trucks shall be stored in accordance with the NFPA Flammable and Combustible Liquids Code (NFPA No.30-1969).
 - 7.1.2 Engines must be turned off before fuel tanks are filled. Refueling should be in specifically designated areas, where ventilation is adequate to carry fuel vapors away. "No Smoking" signs must be posted in areas where fuel is stored or handled.
- 7.2 Liquefied Petroleum (LP):
- 7.2.1 LP fuels shall be stored in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No.58-1969).
 - 7.2.2 Engines must be turned off before LP tanks are replaced/exchanged. LP



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other effective means to permit safe handling.

8.2.13.2 Powered dockboards shall be designed and constructed in accordance with Commercial Standard CS202-56 (1961) “Industrial Lifts and Hinged Loading Ramps” published by the US Department of Commerce.

8.2.14 Elevators should be approached slowly. Check to make sure the weight of the truck, load, and driver do not exceed the capacity of the elevator. Once on the elevator, the controls should be put in neutral, the brakes set, and the engine shut off.

8.2.15 While negotiating turns, speed must be reduced to a safe level by turning the steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the steering wheel shall be turned at a moderate, even rate.

8.2.16 Operators should not make quick starts, jerky stops, or turns at excessive speeds. Extreme caution should be used on turns, ramps, grades, or inclines. A safe distance shall be maintained from the edges of elevated ramps or platforms.

8.2.17 Unauthorized personnel shall not ride on trucks. It is the responsibility of the operator to keep unauthorized individuals off the truck.

8.3 Parking forklifts/industrial trucks:

8.3.1 Trucks shall only be parked in designated areas. Trucks shall not be parked in an aisle, doorway, or in any way that obstructs equipment or material.

8.3.1.1 Fire aisles, access to stairways, doorways, and fire equipment shall be kept clear.

8.3.2 When a truck is left unattended, forks shall be fully lowered, controls put in neutral, power shut off, key removed, and the brakes set.

8.3.2.1 Unattended means the operator is greater than 25 feet from the vehicle, or the vehicle is not in view, regardless of the distance.

8.3.3 Wheels shall be blocked if the truck is parked on an incline.

8.3.4 When the operator is dismounted and the truck is within 25 feet and in view of the operator, the forks shall be fully lowered, controls neutralized, and the brakes set.

8.4 Caution must be taken when moving loads and when loading and unloading trucks/trailers with industrial trucks/forklifts. The following precautions should be taken to prevent accidents, injuries, and/or property damage during loading and unloading events:

8.4.1 Loads to be handled must be stable and safely arranged to permit safe



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handling. Caution must be exercised when handling off-center loads.

8.4.1.1 Loading should not be done to a height that blocks the view ahead or makes it likely the load may fall.

8.4.2 Ensure the rated capacity of the forklift/industrial truck is not exceeded by the load to be handled. Operators must never operate a truck with an overload. The rated capacity should be marked on the truck. Loads should not be lowered or raised en route.

8.4.3 When picking up a load, the load engaging means (fork) shall be placed under the load as far as possible and the mast tilted backward to stabilize the load.

8.4.4 Use extreme care when tilting loads backward and forward, especially during high tier movement and/or storage.

8.4.4.1 Tilting forward with forks elevated is not permitted except to pick up a load.

8.4.4.2 Elevated loads must not be tilted forward unless the load is in a deposit position over a rack or stack.

8.4.4.3 When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

8.4.5 When standard forks are used to pick up round objects, such as drums, care must be used to ensure that the tips do not puncture the object or push it into other workers.

8.4.6 When loading/unloading trucks/trailers, ensure the truck/trailer brakes are set and wheels blocked to prevent movement. Fixed jacks may be necessary to support trailers not connected to trucks/tractors.

8.4.7 The flooring within trailers shall be sufficient to support the loads as well as the industrial truck/forklift being utilized to load/unload the trailer.

8.4.8



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10.0 Document Revision History

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00	All	Initial Draft	9/2/15

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Appendix A: Sample Powered Industrial Truck Pre-Use Inspection Form

