



# Policy: Forklifts

## Overview

**Purpose** To explain the responsibilities and requirements for forklift usage

**Scope** This applies to all forklift operations, including high lifters, "Little Joe's" and similar equipment at our site.

Exceptions: this policy does not apply to pallet jacks.

**Audience** All forklift users and their supervisors; members of Environmental Health and Safety (EHS) Department.

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## Responsibilities

<b>Supervisors of Forklift Operators Must...</b>
Enforce the responsibilities, requirements, procedures, and rules in this policy
Allow only trained employees to use the forklift; contractors and other non-employees are not allowed to use forklifts unless arrangements have been made with the EHS Department to ensure that they comply with all aspects of this policy and the Associated Documents.
Send forklift operators to EHS Department approved forklift-training classes.
Ensure an employee inspects the forklift before each shift it is used. See "Work Instructions: Inspecting Forklifts"
Keep records of forklift inspections for at least two years.
Ensure all malfunctions and problems are taken care of promptly; serious problems (see Definitions) require the forklift to be taken out of service <u>immediately</u> .
Arrange for inspection and maintenance by an outside servicing company at least quarterly.
Report all forklift accidents (i.e.: crashes, struck objects, dropped loads and damage to buildings or other property, ...) to the EHS Department



**Forklift Operators Must...**

Follow the operating rules (see "Work Instructions: Operating Forklifts" and OSHA's forklift rules.)

Follow the requirements and rules of this policy and the Associated Documents.

Forklift operators must report all accidents including crashes, struck objects, dropped loads, and damage to buildings and other property. Notify the supervisor responsible for the forklift.

Never use a forklift that has a serious problem; immediately take it out of service according to "Work Instructions: Taking Forklifts Out of Service."

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**Environmental Health and Safety Department Must...**

Conduct an audit of the forklift program at least every two years.

Approve forklift classes with preferred contractor. Contact Life Safety Associates®

Arrange refresher training every three years or sooner if there has been an accident. Recommended refresher annually.

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## Requirements

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### Training

- All new users must undergo training performed by certified instructors via an outside consultant. [Contact Life Safety Associates®](#)
  - Upon successful completion of the training, the operator will be given a drivers license good for three years; see additional information below
  - Refresher training is required every three years unless there has been an accident. We recommend annual refresher training.
  - In addition, for all battery operated forklifts all forklift users must attend "Safety Eyewash and Shower" training.
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### Daily Inspections

- Every forklift must be inspected daily (on days it is to be used). But if there are multiple work shifts, the forklift must be inspected on each shift.
  - Inspections must be recorded and the records kept by the supervisor for three years.
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**Equipment**

- If there is battery powered forklifts; spill cleanup supplies must be kept in the building or in a nearby location.
  - Eyewash and shower units must be located within 10 seconds (approximately 100 feet) of the charger.
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**Features**

- Forklifts must have the following:

Working Horn
Tag or sign with an identification number unique to the forklift (i.e. forklift #1)
Name plate which clearly shows the maximum load capacity of the unit

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**Supplies**

- The following supplies must be kept on the forklift:

"Down tags"
Tie wraps
Permanent marker
Envelopes
Paper

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**Repair and Maintenance**

- Employees are not allowed to repair forklifts. All maintenance and repair work must be performed by the forklift manufacturer, distributor, or a forklift repair vendor.
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**Personal Protective Clothing**

- Forklift users must wear safety shoes.
  - Safety goggles and butyl gloves must be worn when opening battery caps to inspect fluid levels.
  - Safety goggles, butyl gloves, a face shield and apron must be worn when filling batteries.
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### Charging Areas

- Chargers must be located away from heat, flames, and other ignition sources.
  - Chargers must be located in an open area, where there is good air movement to remove hydrogen gas, which can be released during charging.
  - Smoking is not allowed within 25 feet of chargers. A "No Smoking" sign must be posted.
  - A fire extinguisher must be located nearby.
    - An eyewash station must be within 10 seconds or 100 feet
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### Operating Rules

- OSHA forklift rules must be posted in the area where the forklift is used.
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## Definitions

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### Down Tag

A pre-printed danger tag that indicates "Do Not Operate"

### EHS

Environmental Health and Safety

### Serious Problem

Any malfunction or failure of a forklift or its components that could lead to an accident (i.e. weak brakes, low fluid, cracked blades, ...)

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## Associated Documents

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Work Instructions: Inspecting Forklifts  
Work Instructions: Operating Forklifts  
Work Instructions: Taking Forklifts Out of Service  
Policy: Employee Training  
Policy: EHS Training

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## Revision History

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Revision Number	Date	Change




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