



Work Instructions: Taking Forklifts Out of Service

Overview

Purpose To explain the procedure for removing a forklift that has a serious problem from service until the problem is corrected.

Scope This applies to all serious problems with any forklift

Audience Forklift users and their supervisors, members of the Environmental Health and Safety (EHS) Department

Table of Contents

Topic	See Page
Policy	2
Responsibilities	2
Procedure	2
Definitions	3
Associated Documents	3
Revision History	3

Policy

Broken or Malfunctioning Forklifts

- All malfunctions and problems must be taken care of promptly.
 - However, if it is a serious problem (see Definitions) the forklift must be immediately taken out of service according to the procedure below.
 - Never use a forklift that is not is malfunctioning.
-

Responsibilities

Repair

The supervisor responsible for the forklift must ensure that a forklift repair vendor makes all repairs.

Procedure

Step	Action
1	DO NOT leave the forklift, even for a minute, until you complete step 2.
2	Fill out a "down" tag (blank ones should be in a packet on the forklift) explaining the problem and fasten it to the steering wheel with a tie rap or other secure method (i.e. do not just leave it or tape it, as the tag could fall or be knocked off).
3	Remove the key.
4	Write a note on a piece of paper explaining the problem
5	Put the note and key in an envelope and give it to the supervisor responsible for the forklift.
6	If the supervisor is not available, find some way to contact him or her.



Definitions

Non-Serious Problem

A minor malfunction or failure of a forklift or its components that would not lead to an accident (i.e. slightly worn tires, cracked dome light...)

Serious Problem

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

Associated Documents

"Policy: Forklifts"

Revision History

Revision Number	Date	Change

