

08 2000 Forklift Safety Procedures

FORKLIFT SAFETY PROCEDURES

INTRODUCTION & SCOPE

A powered pallet jack may not appear to be dangerous; however, hazards such as striking pedestrians, crushing injuries, and falling loads can cause serious and sometimes fatal injuries. It is critical that our operators are properly trained and can demonstrate competency and knowledge in the safety and operation of powered industrial trucks. This information in this section shall be used to train prospective industrial truck operators and provide the basis for refresher and annual retraining. The OSHA reference for Powered Industrial Trucks is 1910.178.

OPERATOR QUALIFICATIONS

All candidates for PIT operators must meet the following basic requirements prior to starting initial or annual training:

- No one under the age of 18 will be permitted to operate a powered industrial truck under any circumstance.
- All ASB powered pallet jack operators must be adequately trained in accordance with OSHA's standard 1910.178 and demonstrate the ability to safely operate a powered industrial truck.

TRAINING

ASB shall ensure that every operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the following training and evaluation.

TRAINING CONTENT

Trainees may operate a powered industrial truck only under the direct supervision of persons selected by management, 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 formal instruction (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. Powered industrial truck operators shall receive initial training in the following topics:

TRUCK-RELATED TRAINING TOPICS

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
- Differences between the powered industrial truck and an automobile.
- Truck 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.
- Vehicle capacity.
- Vehicle stability.
- Any vehicle inspection and maintenance the operator will be required to perform.
- Refueling and/or charging batteries.
- Operating limitations.

- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

WORKPLACE RELATED TRAINING TOPICS

- Surface conditions where the vehicle will be operated.
- Composition of loads to be carried and load stability.
- Load manipulation, stacking, and un-stacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.
- Hazardous (classified) locations where the vehicle will be operated.
- Ramps and other sloped surfaces that could affect the vehicle's stability.
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

REFRESHER TRAINING

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 powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals he/she is not operating the truck safely.
- The operator is assigned to drive a different type of powered industrial truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck
- At minimum, once every 3 years.

GENERAL SAFETY PROCEDURES

- Only authorized and trained personnel shall operate powered pallet jacks.
- The operator must perform a visual inspection to ensure the powered pallet jack is in good working order before attempting to handle a load.
- If at any time a powered pallet jack is found to be in need of repair, defective, or in any way unsafe, the jack shall be taken out of service until it has been restored to safe operating condition.
- Operators must confirm the load being lifted is within the pallet jack's lift capacity.
- Always inspect the load before attempting to move it. Make sure the load is secure, evenly distributed, and able to clear doorways.
- No person shall be allowed to stand or pass underneath the elevated portion of any jack, whether loaded or empty.
- Operating the powered pallet jack is very similar to operating a forklift. Operators should position themselves for the best visibility. This usually means moving with the load trailing.
- If your view is obstructed, have a spotter assist.
- Never place your feet under a pallet jack.
- When going down an incline, push, don't pull.
- Stick to correct traffic lanes and be alert to avoid collisions around corners.
- Avoid pinch point hazards.
- Use proper lifting techniques when loading and unloading.
- Take care not to strike walls when parking pallets.
- Always let the jack down when it is left unattended.
- Horseplay on pallet jacks is strictly prohibited. Don't use a pallet jack for human transportation;

- Operators are instructed to report all accidents, incidents, or near misses, regardless of fault or severity, to Management. Management will conduct an accident investigation.

PROPER PALLET JACK STORAGE

When not in use, store pallet jacks where they will not create tripping hazards. Ensure that the devices do not block exits or emergency equipment, such as fire extinguishers or electrical panels.