



# Forklift Safety Program

## Rev 1

This Forklift Safety Program is hereby approved:

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# **POWERED INDUSTRIAL TRUCKS**

## **Forklift Safety Program**

### **1.0 PURPOSE**

To provide safe practices for the operation, maintenance, and inspection of forklifts.

### **2.0 SCOPE**

This program applies to all CSUEB employees. Contractors or outside personnel shall ensure their employees operate the equipment in compliance with safe work practices and standards, and are properly trained and certified. Contractors failing to adhere to applicable safe work practices and standards will be asked to terminate their work until their program is brought into compliance.

### **3.0 RESPONSIBILITIES**

#### **3.1 Environmental Health & Safety (EHS)**

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equipment is not placed back in service until the safety concern has been addressed.

3.3.8 Report all forklift incidents/accidents to EHS immediately.

### **3.4 Employees**

3.4.1 Do not operate the forklift without proper training and a current certification from CSUEB.

3.4.2 Perform pre-operation inspection of forklift prior to operation and turn in Pre-Operation Inspection checklist to designated location. Place red or “out-of-service” tag on forklift’s steering wheel if there is any condition affecting the safety or operation of the equipment. Do not operate equipment or remove “out-of-service” tag until the safety concern has been corrected.

3.4.3 Report any deficiencies or issues with the equipment immediately to the appropriate personnel for repair/servicing. Do not tamper with the equipment.

3.4.4 Do not use malfunctioned equipment.

3.4.5 Do not use equipment that has been tagged out of service.



- 5.3.11 The overhead guard and load backrest must be in place for protection against falling objects.
- 5.3.12 Operate the forklift with care and only for the purpose intended. Before starting or backing, look and be sure others are clear.
- 5.3.13









## Refresher Training and Evaluation

1. It is required to provide refresher training to the operator when:
  - a. The operator has been observed to operate the vehicle in an unsafe manner.
  - b. The operator has been involved in an accident or near-miss incident.
  - c. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
  - d. The operator is assigned to drive a different type of truck.
  - e. A condition in the workplace changes in a manner that could affect safe operation of the truck.
  
2. An evaluation of each powered industrial truck operator's performance is required to be conducted at least once every three years.
  - a. The initial training topics do not have to be duplicated for the evaluation of the operator if:
    - x The training was appropriate to the truck and working conditions encountered.
    - x The operator has been evaluated and found competent to operate the truck safely.

## Certification

The trainer shall certify that each operator has been trained and evaluated as described above. The written certification will include the operator's name, date of training, date of the evaluation, and identity of person(s) performing the training or evaluation.

# Appendix B

**Operator** \_\_\_\_\_ **Date** \_\_\_\_\_

**Vehicle #** \_\_\_\_\_ **Hour Meter Reading** \_\_\_\_\_

Note general vehicle condition. Clear away all collected debris. Check for mechanical damage and loose or leaking components.

**Before starting engine check the following:**

Visual Inspection	Status	Remarks	Date Corrected
Warning decals, capacity plate, etc are legible	OK	Service Needed	
, (age9(k)ges29(t)).018 Tc 0.048 Tw 8.0567 -0 0 7.9275 271.6589 489.0269 Tm [ ____ ]Tj 8.0567 -0 0 7.9275 311.3229 489.0268 Tm [ ____ ]			

## Document History

Document Revision	Date	Prepared by:	Reviewed by:	Comment
New	unknown	Arlene Pugh		
Rev 1	12/17/12	Lyanh Luu	Donna Placzek	