
Subject: BC/CAUS Toyota Forklift Use Policy:

1. Purpose:

The Toyota Forklift (Model 8FG30) is owned by the College of Architecture and Urban Studies. The forklift is located at the Research + Demonstration Facility (RDF). Forklift maintenance is provided by the CAUS Vehicle Manager. The college is responsible for ensuring the forklift is operated safely and that operators are VT-certified for its use. This policy establishes responsibilities and procedures for proper forklift use and management.

2. Policy:

The Toyota forklift's use is strictly controlled due to the inherent danger of operating a forklift. Virginia Tech requires all forklift operators to be certified through VT Environmental Health and Safety (EHS). All operators must demonstrate knowledge of forklift components and proficiency in operation through EHS and forklift manager training. Forklift certification is administered by the RDF VM.

The forklift is to be used for VT-business purposes *only*. It is not for personal use under any circumstances. Violation of this policy may result in forklift privileges being revoked.

3. Responsibilities:

3.1 RDF Vehicle Manager (VM):

The VM is responsible for the following;

1. Ensures the forklift is in a safe operating condition through on-site inspections that are recorded and made available to all forklift operators. The VM and operators are responsible for inspecting the forklift prior to each use;
2. Ensures the forklift is inspected annually by a certified technician, provided by Atlantic Coast Toyotalift (ACT). The VM has an agreement with ACT to provide full annual inspections;
3. Verifies that each forklift operator completes the EHS "Powered Industrial Truck" online training module;
4. Trains and certifies operators through hands-on training and observation. The VM is EHS' authorized proxy for certifying operators;
5. Scheduling forklift use on a per-request basis with priority given to BC requests;

3.2. Forklift Operator:

The forklift operator is responsible for the following;

1. Ensure you have completed the EHS online and VM hands-on training and have been certified by the VM;
2. If certified, ensure your certification has not expired (expiration date is on the certification card provided by EHS). Carry card on your person during forklift operation;
3. Inspect forklift prior to each use and record on inspection form posted in RDF Phase II;
4. Operate the forklift in a safe and responsible manner as taught in your training;
5. Operate the forklift only for its requested use (i.e., lift pallets onto a truck).

5. Procedure:

Although the forklift is available to CAUS faculty, staff and students to aid in heavy material handling, BC has priority over its use and may take precedent in the event of a conflict of use. The VM will help resolve any conflicts of use and scheduling.

5.1 Faculty, staff and students requiring use the forklift, should:

1. Submit a request via email or phone to the VM (see Section 6 for contact information)
2. Successfully complete the EHS online training "Powered Industrial Truck" module located at:
http://www.ehss.vt.edu/detail_pages/training_details.php?training_id=1510
3. Schedule date/time with VM for hands-on training and certification;
4. Upon successful completion (online course and hand-on training and certification) EHS will issue a certification card to the operator. EHS retains all records of the certification. The operator retains card as proof of certification.
5. The forklift can be used only by the person designated by the VM. Use by anyone else during the loan period that is not approved by the VM can result in loss of forklift privileges;
6. The VM has full discretion on its use and approving forklift operators;
7. After use, return the forklift to the breezeway at RDF;
8. Turn off gas tank and secure the key inside Phase II along with the inspection log.

6. VM Contact Information

RDF VM: Brian Squibb, 231-2332/o, 315-0661/c, squibb@vt.edu

CAUS Office of Facilities and Safety

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