## Forklift & Industrial Truck

1. **Purpose**

The purpose of this procedure is to establish minimum requirements with respect to the usage, operator qualifications and training of powered industrial trucks (forklifts).

1. **Requirements**

* All operators must be trained and qualified/certified to operate equipment.
* All vehicles or trucks must be inspected daily or before each shift.
* Riders or riding is prohibited. Only the operator is allowed on the vehicle.
* The operator must keep arms, legs, feet and hands inside the driver's compartment.
* Keep yourself and others clear of the hoisting mechanism.
* No one should ever be under the hoisting carriage.
* Under no circumstances should a damaged vehicle or a vehicle that is not operating correctly be used until the vehicle has been fixed.
* Always avoid bumps, holes, slick spots, and loose materials that may cause the truck to swerve or tip.
* Travel at slow speeds around corners.
* Shut off engine, put truck in gear (or park for automatic transmissions), lower carriage completely, and set parking brake when leaving truck.
* Always block wheels when on an incline or working on truck.
* Do not turn on an incline and avoid sudden stops and starts.
* Always be mindful of overhead clearances.
* Before driving onto a truck or trailer, the stability of the flooring should be inspected by a competent person.
* Operators must inspect the trailers and verify the wheels are chocked and brakes set before driving lift trucks onto them.
* The operator will also verify the trailers dock plates and supports prior to loading and unloading.
* All fire isles must remain clear.
* Where industrial trucks are used on a round-the-clock basis, they shall be examined before the beginning of each shift.
* Seatbelts must be worn.

1. **Training**

All truck and forklift drivers must be trained by a qualified trainer. The training must include:

* A classroom session describing basic truck operation, precautions and pre-use inspections, at a minimum. Classroom information is to be confirmed by the use of an examination (which may be oral or written but must be documented.)
* Hands-on instruction to include the correct use of the vehicle's controls.
* Practical training under observation of the qualified trainer. Such training to include travel, travel with a load, maneuvering and loading and unloading an object, refueling, balances and counterbalances, ramps and specific vehicle instructions.
* All operators must take a final examination in the workplace to include completing a pre-use checklist and all items described in the practical training. The final examination will be document and kept in the trainee's file.
* Operators must be re-evaluated every three years. The re-evaluation must be documented.
* Operators will be re-evaluated and given refresher training if they have an accident or a near miss incident, they are witnessed operating the vehicle unsafely, and if there is a change in equipment of if there is a change in the location or conditions where the equipment will be operated.