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<b>FORKLIFTS</b>	
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9/19/13	1	Reformat – Add model specific detail to 3.1.3	A. Holland
8/11/16	2	Change Logo & company name to MAPP	L. Blanchard

## 1. POLICY

- 1.1. Forklifts (powered industrial trucks) shall be operated, maintained, and controlled in a safe manner.
- 1.2. This policy covers minimum performance standards applicable to all MAPP employees and locations. Local practices requiring more detailed or stringent rules, or local, state or other federal requirements regarding this subject can and should be added as an addendum to this procedure as applicable.

## 2. DEFINITION

- 2.1. **Forklift** means a mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials. Powered industrial trucks (forklifts) are also commonly known as pallet trucks, rider trucks, fork trucks, or lift trucks.

## 3. TRAINING

- 3.1. All trainers must have the knowledge and ability to teach and evaluate operators.
  - 3.1.1. Formal instruction includes lecture, discussion, interactive computer learning, videos, and written materials. Practical training involves instructor demonstrations and trainee exercises. Operator evaluation - critiques required.
  - 3.1.2. Only trained and authorized persons are permitted to operate a forklift. No employees are allowed to operate a forklift without the proper training. The MAPP Safety Department or designee will administer the forklift operator certification program and maintain training records.
  - 3.1.3. Model specific training shall occur prior to employee operation of any MAPP leased forklift, and at least every three years thereafter unless observed performance by the operator dictates the need for more frequent retraining i.e. (accident, etc).
  - 3.1.4. Each trainee, who satisfactorily completes the qualifications as outlined above, shall be issued a written document as evidence of being a Qualified Forklift Operator.
  - 3.1.5. Powered industrial truck operators shall receive initial training in the following topics, except in topics which the employer can demonstrate are not applicable to safe operation of the truck in the employer's workplace.
  - 3.1.6. Truck-related topics:
    - 3.1.6.1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
    - 3.1.6.2. Differences between the truck and the automobile;
    - 3.1.6.3. Truck controls and instrumentation: where they are located, what they do, and how they work;
    - 3.1.6.4. Engine or motor operation;
    - 3.1.6.5. Steering and maneuvering;
    - 3.1.6.6. Visibility (including restrictions due to loading);

- 3.1.6.7. Fork and attachment adaptation, operation, and use limitations;
- 3.1.6.8. Vehicle capacity;
- 3.1.6.9. Vehicle stability;
- 3.1.6.10. Any vehicle inspection and maintenance that the operator will be required to perform;
- 3.1.6.11. Refueling and/or charging and recharging of batteries;
- 3.1.6.12. Operating limitations;
- 3.1.6.13. 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.
- 3.1.7. Workplace-related topics:
  - 3.1.7.1. Surface conditions where the vehicle will be operated;
  - 3.1.7.2. Composition of loads to be carried and load stability;
  - 3.1.7.3. Load manipulation, stacking, and unstacking;
  - 3.1.7.4. Pedestrian traffic in areas where the vehicle will be operated;
  - 3.1.7.5. Narrow aisles and other restricted places where the vehicle will be operated;
  - 3.1.7.6. Hazardous (classified) locations where the vehicle will be operated;
  - 3.1.7.7. Ramps and other sloped surfaces that could affect the vehicle's stability;
  - 3.1.7.8. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
  - 3.1.7.9. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
  - 3.1.7.10. The requirements of this section in 1910.178(l)(3)(iii).

#### **4. INSPECTION AND MAINTENANCE**

- 4.1. Prior to placing a forklift truck into service, the truck operator shall inspect their vehicle and document this inspection on the MAPP Mobile Equipment Inspection Form. This inspection is not necessary on days when the forklift will not be placed into service.
- 4.2. It is the responsibility of the superintendent to maintain records of the inspections on the project site.
- 4.3. Any noted condition that affects the safe operation of the lift truck shall be reported to the operator's supervisor for corrective action and shall keep the lift truck from being operated until the unsafe condition is corrected.
- 4.4. Forklifts that are defective, in need of repair or are unsafe shall be tagged "Danger Do Not Operate" and taken out of service until restored to safe operating condition.
- 4.5. A maintenance log shall be maintained for each forklift to determine when required maintenance is due. Only qualified personnel shall perform maintenance and repair. Maintenance records for each forklift shall be kept on file by the assigned department manager.

#### **5. General Safe Operating Rules**

- 5.1. The following safe operating rules apply MAPP employees and subcontractors who operate a forklift. Violations of safe operating rules can and will result in retraining and/or disciplinary action.
  - 5.1.1. Only employees trained as per the requirements of this manual section and authorized by the department manager shall be allowed to operate forklifts
  - 5.1.2. Forklifts shall not be loaned or rented to others for use.
  - 5.1.3. Stunt driving and horseplay shall not be permitted.
  - 5.1.4. Forklifts shall be equipped with seat belts and utilized by the operator when in use.
  - 5.1.5. Personnel are not permitted to ride on forklifts except in designated seats that are part of the equipment design.
  - 5.1.6. Forklifts shall be equipped with a portable fire extinguisher.
  - 5.1.7. Under travel conditions, the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
  - 5.1.8. Traffic regulations shall be observed, including authorized work site speed limits. A safe distance shall be maintained approximately three forklift lengths from the forklift truck ahead.
  - 5.1.9. The driver shall be required to slow down and sound the horn at cross aisles and other areas where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
  - 5.1.10. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
  - 5.1.11. Forklifts shall have a functional horn and back up alarm with a distinctive sound, loud enough to be heard clearly above background noises. There are other scenarios where a flashing yellow/amber light would be installed. An Addendum referencing any requirements of such lights shall be added to this manual section.
  - 5.1.12. Copies of the manufacturer's operating instructions for each type of forklift shall be readily available for review by operators and supervisory personnel.
  - 5.1.13. Lift trucks, stackers, etc., shall have the rated capacity clearly posted on the vehicle so as to be clearly visible to the operator. When the manufacturer provides auxiliary removable counterweights, corresponding alternate rated capacities also shall be clearly shown on the vehicle. These ratings shall not be exceeded.
  - 5.1.14. No modifications or additions, which affect the capacity or safe operation of the equipment, shall be made without the manufacturer's written approval. If such modifications or changes are made, the capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly. In no case shall the original safety factor of the equipment be reduced.
  - 5.1.15. Steering or spinner knobs shall not be attached to the steering wheel unless the steering mechanism is of a type that prevents road reactions from causing the steering hand wheel to spin. The steering knob shall be mounted within the periphery of the wheel.

- 5.1.16. Forklifts shall have the manufacturer's nameplate showing its weight with attachments, lifting capacity, lift height maximum and other pertinent data. Nameplates or markings shall be maintained in a legible condition and remain in place.
- 5.1.17. Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- 5.1.18. Grades shall be ascended or descended slowly.
- 5.1.19. When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.
- 5.1.20. Unloaded forklifts should be operated on all grades with the load engaging means downgrade.
- 5.1.21. On grades, the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
- 5.1.22. No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
- 5.1.23. There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- 5.1.24. Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the forklift.
- 5.1.25. When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
- 5.1.26. Wheels shall be blocked if parked on an incline.
- 5.1.27. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform, or freight car. Forklifts shall not be used for opening or closing freight doors.
- 5.1.28. Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. Prior to forklift entry, the flooring and frames of trucks, trailers and railroad cars shall be checked for breaks and weakness before they are driven into and to determine if it will bear the intended weight of the forklift and intended load.
- 5.1.29. Dock board or bridge plates shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded. Portable dock boards shall be secured in position, by being anchored or equipped with devices that will prevent their slipping.
- 5.1.30. An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc. representative of the job application, but not to withstand the impact of a falling capacity load.
- 5.1.31. Additional counter weighting of forklifts shall not be allowed unless approved by the manufacturer.
- 5.1.32. Employees shall not jump off a forklift.

5.1.33. Forklift operators shall yield to pedestrians.

5.1.34. Loads carried shall be secured on the forks to prevent upset / overturn.

## **6. Refueling and Battery Changing/Charging**

- 6.1. Refueling and battery charging operations shall be performed only in designated areas. Open flames, smoking, sparks or electric arcs shall be eliminated from refueling (reference Fire Protection section (18) for general fire safety) and battery changing/charging areas (reference Electrical-General section (12) and First Aid section (20) of this manual for battery safety and eye wash requirements).
- 6.2. Forklifts shall be shut-off, properly positioned and brakes applied before attempting to refuel or change/charge battery. Proper PPE including eye and face protection and gloves will be worn when handling cylinders and/or batteries. Refer to Personal Protective Equipment section.