

Forklift Safety Policy Manual

I. INTRODUCTION

The purpose of this manual is to define the requirements for safely operating an industrial forklift on the Goucher College campus. All employees, students, and contract personnel shall operate these devices in accordance with this policy.

II. REGULATORY AUTHORIZATION

This policy is based on conformance with the Occupational Safety and Health Act of 1970. More specifically it meets or exceeds OSHA 29 CFR 1910.178 Powered Industrial Trucks and ANSI 92.2.

III. SCOPE

This policy shall cover all forklifts used on the Goucher College campus and all staff, students, and contractors under the direct supervision of a designated Goucher College employee.

IV. POLICY

All departments using forklifts shall ensure that all operators are trained and certified in the safe operation of forklifts in accordance with this policy, the manufacturer's recommendations, OSHA CFR 1910.178, ANSI 92.2, and that these devices are maintained in accordance with the manufacturer's recommendations and sound safety practices. Contractors not under direct supervision of Goucher College staff are responsible for the inspection of their own equipment and the training and certification of their own operators in conformance with this policy and OSHA CFR 1910.178 and ANSI 92.2. Proof of conformance shall be required.

V. RESPONSIBILITIES

A. Training

All employees and students who operate a forklift shall be trained in the safe operation of the specific device they will operate. This training will be provided by the Safety Officer, an authorized and qualified in-house staff member, or an outside qualified trainer. This training will include, but not be limited to:

1. Classroom training on the specific forklift.
2. A hands on test to prove competency
3. Instructions on pre-use inspection

4. Record keeping requirements

Training must conform to all OSHA requirements. A training course syllabus is available on request.

All employees who receive training will be issued a personal wallet size license card stating the equipment he/she is authorized to operate, the signature of the trainer and the expiration date of the license.

The trainer will submit documentation to the employee's supervisor verifying that the employee has successfully completed the training. Each employee will fill out and sign the form entitled "Operating Manual Acknowledgement Form and Training Record" (see Appendix A of this policy and return it to his/her supervisor.) These documents will be forwarded to the Department of Human Resources, which will maintain a copy of the records in the employee's personnel file for five years. The employee's supervisor will also maintain records of training for five years. The department chair or designee will maintain student training records.

Refresher training is required every three years, whenever a new or different type of forklift is purchased, whenever the employee demonstrates a need for retraining, or when new personnel are hired.

A copy of the manufacturer's operating and maintenance manual shall be kept in a pouch or compartment on the forklift so that the operator may easily consult the manual.

B. Equipment Security

If the forklift is accessible to others, if the operator vacates the forklift and cannot see it, or if the operator is more than 25 ft. away from the forklift, the key shall be removed. If the key is to be left in the device, the forklift must be locked in a secure area in order to prevent unauthorized use.

C. Changes or Modifications to Original Equipment Design

No change or modification to the OEM's design shall be made without the written permission of the manufacturer and the Goucher College Safety Officer. This written permission from the manufacturer shall be kept on file in the equipment records.

D. Personal Protective Equipment

The seat belt provided in the forklift operator's compartment shall be worn at all times while operating the forklift. The campus Safety Officer should be consulted on a case-by-case basis to determine if additional personal protective equipment or other safety equipment is required when operating the forklift.

E. Maintenance of Equipment

The department chair or director shall ensure that all forklifts are maintained in accordance with the manufacturer's recommendations. All maintenance and inspection records, including pre-use inspection records shall be maintained by the responsible department for as long as the College owns the equipment. These records shall physically be maintained on site of the responsible department.

A qualified inspector shall make an annual inspection. A copy of the inspection form and a certification document will be provided by the inspector and will be retained in the equipment file. Any forklift not inspected annually or inspected and found not to be in proper operating condition shall be immediately taken out of service and reported to the appropriate departmental supervisor. The forklift may be placed into service only after the necessary repairs have been made and/or the annual inspection has been successfully completed.

The operator(s) shall perform pre-use inspections on the forklifts using the form Appendix B of this policy. Such forms will be maintained by the responsible department. The operator(s) shall also conduct a work area inspection to ensure that the area in which the device will be operated is free of unsafe conditions, such as debris, floor or overhead obstructions, or the presence of unauthorized personnel.

F. Contractors

Departments are responsible for conveying certain information to contractors who use Goucher College owned forklifts to ensure compliance with this policy, OSHA Standards, and safety on college property. The following criteria shall be met when contractors operate college aerial lift devices:

1. Only employees of contractors who are approved to perform work on Goucher College property may be permitted to operate forklifts.
2. The contracting company must be informed that only operators with OSHA compliant training may operate forklifts on Goucher College property.
3. The Contractor shall be responsible for his employee's personal protective equipment as necessary to be used by forklift operating personnel.
4. The contractor's employee must at all times adhere to these policy regulations.

VI. REFERENCES

1. OSHA 29CFR 1910. Subpart F, General Industry Standard
2. OSHA 29CFR 1910.178, Powered Industrial Trucks
3. ANSI 92.2, Powered Industrial Trucks

Appendix A

Operating Manual Acknowledgement Form and Training Record:

By signing this document, I certify that I have received a copy of the policy manual for the forklift shown below and have trained in its safe operation. I understand that it is my responsibility to review and understand the safe operation of this device based on the training I received and the manufacturer's recommendations. I understand that if, at any time, I have questions about the safe operations of this equipment, I may contact the college Safety Officer, my supervisor, or the manufacturer to obtain answers to my questions.

Forklift Make: _____

Forklift Model: _____

Employee Name (print): _____

Employee Department: _____

User/Operator's Signature: _____

Date of Training: _____

Appendix B

Safety and operational checks (prior to each shift); Hyster Forklift, Model H45XM:

Report any problems or malfunctions to your supervisor.

		OK	Needs Correction
Engine off checks:	Leaks: Fuel, Hydraulic Oil, Engine Oil, or Coolant		
	Tires: Condition and Pressure		
	Forks: Top Clip Retaining Pin and Heel—Condition		
	Load Backrest—Securely Attached		
	Hydraulic Hoses: Mast Chains, Cables and Stops		
	Overhead Guard—Securely Attached		
	Propane Tank: Rust, Corrosion, or Damage		
	Battery—Check Water/Electrolyte Level		
	All Engine Belts—Check Visually		
	Hydraulic Fluid Level—Check Level		
	Engine Oil Level—Check Dipstick		
	Transmission Fluid Level—Check Dipstick		
	Engine Air Cleaner—Check for Clog		
	Radiator Coolant—Check Level		
	Seat Belt—Functions Properly		
	Hood Latch—Adjusted and Securely Fastened		
Brake Fluid—Check Level			
Engine on checks— unusual noises must be reported immediately	Accelerator Pedal—Functions Properly		
	Service Brake—Functions Properly		
	Parking Brake—Functions Properly		
	Steering Operation—Functions Smoothly		
	Drive Control: Forward/Reverse—Functions Smoothly		
	Tilt Control: Forward/Back—Functions Smoothly		

	Hoist and Lowering Control – Functions Smoothly		
	Side shift Control – Left / Right – Functions Smoothly		
	Horn and Lights – Functions Properly		
	Gauges: Ammeter, Engine Oil Pressure, Hour Meter,		
	Fuel Level, Temperature – Functions Properly		

Signature _____

Date _____