

## **POLICY**

This program is designed for the prevention of employee accidents and injuries while operating powered industrial trucks (forklifts). Only trained and certified operators, including supervisors, are allowed to operate forklifts.

## **REFERENCES**

- §1910.178—Powered Industrial Trucks

## **RESPONSIBILITIES**

Safe forklift operation is a responsibility shared between the Company and its employees.

### **Employer Responsibilities**

Hawk Energy, LLC is responsible for:

- Ensuring each forklift operator is competent to operate a forklift safely, as demonstrated by the successful completion of our training and evaluation.
- Responding quickly to eliminate workplace hazards.
- Ensuring all equipment is kept in good repair.
- Ensuring employees follow safe job procedures.
- Reviewing jobsite conditions whenever there is a significant change to any element of the job or there has been an injury or illness.

### **Safety Committee Responsibilities**

- Assist in jobsite review for hazards to forklifts as necessary.
- Assist in training employees to recognize and control workplace hazards.
- Ensure operators of forklifts are certified operators.
- Encourage employees to report hazards.
- Implement appropriate controls.
- Ensure corrective action is taken promptly.

### **Employee Responsibilities**

- Operate forklifts only when certified to do so.
- Follow safe job procedures.
- Report hazards to a supervisor immediately.

### **Forklift Operators:**

Operators are responsible for the following:

- Operating all forklifts in a safe manner consistent with safe rules of operation.
- Inspecting forklifts at the beginning of each work shift and completing the appropriate inspection forms.
- Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately.
- Parks lift in safe place, remove key, tag, or note problem.

## **TRAINING**

Training will include formal classroom education, practical training, and an instructor's evaluation of the operator's performance. The instructor providing the training will be knowledgeable about the formal education and worksite requirements and qualified to provide operating instructions and evaluate each student's performance in the following:

- Load capacity
- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate
- Differences between the truck and the automobile
- Truck controls and instrumentation: location, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Fork and attachment adaptation, operation, and use limitations
- Vehicle capacity and stability
- Any vehicle inspection and maintenance that the operator will be required to perform
- Refueling and/or charging and recharging of batteries
- Operating limitations
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicles that the employee is being trained to operate

### **Workplace-related topics include:**

- Surface conditions where the vehicle will be operated.
- Composition of loads to be carried and load stability.
- Load manipulation, stacking, and unstacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.
- Hazardous (classified) locations where the vehicle will be operated.
- Ramps and other sloped surfaces that will affect the vehicle's stability.
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance will cause a buildup of carbon monoxide or diesel exhaust.
- Other potentially hazardous environmental conditions in the workplace.
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicles that the employee is being trained to operate.

## **Refresher Training Requirements**

Refresher training, including an evaluation of the effectiveness of that training, will be conducted to ensure that the operator has the knowledge and skills needed to operate the forklift safely.

Refresher training will be conducted when:

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that will affect safe operation of the truck.

An evaluation and recertification of each forklift operator's performance will be conducted at least once every three (3) years. Employee training records will be maintained for a minimum of five (5) years.

## **SAFE PRACTICES**

### **Operator Requirements**

- Operators will be certified to use the equipment they are operating.
- Operators are prohibited from operating forklifts while under the influence of any of the following that might impair their driving skills, including:
  - Alcohol
  - Illegal drugs
  - Prescription or over-the-counter medications

### **Equipment Inspection and Maintenance**

- The operator will inspect their forklift before each shift.
- Forklifts will be examined before being placed in service and will not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle.
  - Such examinations shall be made at least daily.
- Industrial trucks that are used on a round-the-clock basis will be examined after each shift.
  - If defects are found, they will be immediately reported, and corrected.
- A file will be maintained that lists the shift inspections of equipment. This file will be kept at the Hawk Energy, LLC Administration Offices.
- A maintenance log will be kept that identifies repair needs and corrective actions taken for each forklift. This log will be kept at the Maintenance Administration Offices.
- If repairs are needed on a forklift such that it cannot be safely operated, it will be taken out of service until the repairs have been made.
- After repairs have been completed, the forklift will be given a performance test to ensure that the equipment is safe to operate.
- Forklifts will be kept in clean condition, free of dirt, excess oil, and grease.

## **Changing and Charging Batteries**

- Equipment will be provided to safely flush and neutralize spilled battery acid and electrolyte.
- Smoking will be prohibited in all battery-charging areas.
- Eyewash equipment will be maintained in all charging areas,
- Precautions to prevent open flames, sparks, and electric arcs in charging areas.
- Employees who change and service batteries and handle corrosive liquids will wear the proper personal protective equipment (PPE).

## **General Safety**

- Only authorized, trained personnel will operate lift trucks.
- Before start of shift, a visual inspection will be conducted. Employees will not operate an unsafe forklift at any time.
- Fill fuel tanks out of doors while engine is off.
- Operators will drive with both hands on the steering wheel. Horseplay is prohibited. Do not drive with wet or greasy hands.
- No person will ride as a passenger on a forklift or on the load being carried.
- A forklift will not be used to elevate a platform or pallet with persons on it, except work platforms especially designed for this purpose. Work platforms will have standard guardrails, and will be securely fastened to the forks.
- No person will stand or walk under elevated forks, whether loaded or empty.
- Operators will avoid making jerky starts, quick turns, or sudden stops. The operator will not use reverse as a brake.
- Slow down on wet & slippery surfaces, cross aisles, or locations with obstructed visions.
- Operators entering a building or nearing a blind corner will make their approach at reduced speed. Sound horn and proceed carefully.
- Operators will give pedestrians the right-of-way at all times.
- Operators will not drive toward any person who is in front of a fixed object or wall.
- Operators will not overtake and pass another forklift traveling in the same direction, at intersections, blind spots, or hazardous locations.
- Operators will not put their fingers, arms, or legs between the uprights of the mast or beyond the contour of the forklift.
- Forks will always be placed under the load as far as possible. Do not lift a load with one fork.
- No load will be moved unless it is absolutely safe and secure.
- Use extra care when handling long lengths of bar stock, pipe, or other materials.
- Avoid sharp or fast end-swing.
- Compressed gas cylinders will be moved only in special pallets designed for this purpose.
- When loading or unloading trucks or trailers, the brakes on the vehicle will be set (locked), and the wheels of the truck and/or trailer will be chocked and secured.
- Forklifts will be safely parked when not in use. The controls will be neutralized, power shut off, brakes set, key removed, and the forks left in a down position flat on the surface, and not obstructing walkways or aisles.
- A forklift will not be left on an incline unless it is safely parked, and the wheels are blocked.
- Only stable and safely arranged loads will be handled.
- Only loads within the rated capacity of the forklift will be handled.

**Traveling**

- Hawk Energy, LLC speed limits will be observed, and under all travel conditions, a forklift will be operated at speeds that will permit it to be brought to a stop in as safe manner.
- Three (3) truck lengths (or two (2) seconds) will be maintained between forklifts in operation.
- The forklift will be kept under control at all times.
- When vision is obscured, the operator will slow down and sound the horn.
- If the load blocks the operator's view, the forklift will be driven in the direction that provides the best visibility.
- The forklift will cross railroad tracks at a diagonal.
- The forklift will be parked eight (8) ft. or further from the center line of the railroad tracks.
- The operator will keep a clear view of the path of travel.
- The loaded forklift will be driven with the load upgrade when driving on ascending or descending grades greater than 10%.
- Dock boards and bridge plates will be properly secured before they are driven over.
- When the forklift is not carrying a load, the operator will travel with the forks as low as possible (maximum of three (3) inches on paved surfaces). When carrying a load, it will be carried as low as possible (consistent with safe operation, two (2) to six (6) inches above the surface).
- The forks will not be operated while the forklift is traveling.
- On a downgrade, the load will be to the rear, and the forks raised only enough to clear the surface.
- On an upgrade, the load will be ahead, and the forks raised only enough to clear the surface.

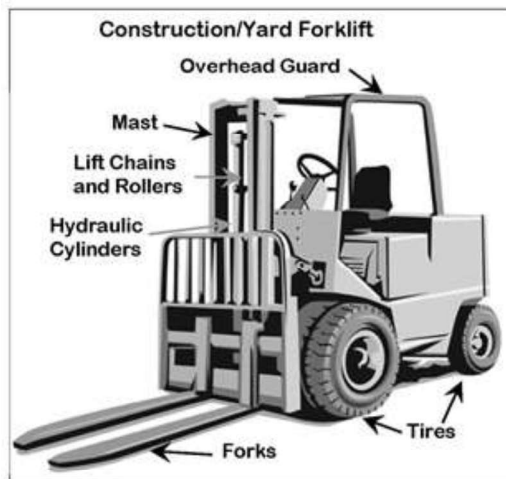


Forklift Daily Inspection Checklist

**KEY OFF Procedures**

The vehicle inspection

- Overhead Guard
- Hydraulic Cylinders
- Mast Assembly
- Lift Chains and Rollers
- Forks
- Tires
- Gas Gauge
- Check the Engine Oil Level
- Examine the Battery
- Inspect the Hydraulic Fluid Level
- Check the Engine Coolant Level



**KEY ON Procedures**

Test the standard equipment

- Front, Tail and Brake Lights
- Fuel Gauge (if diesel)
- Windshield Wiper
- Heater

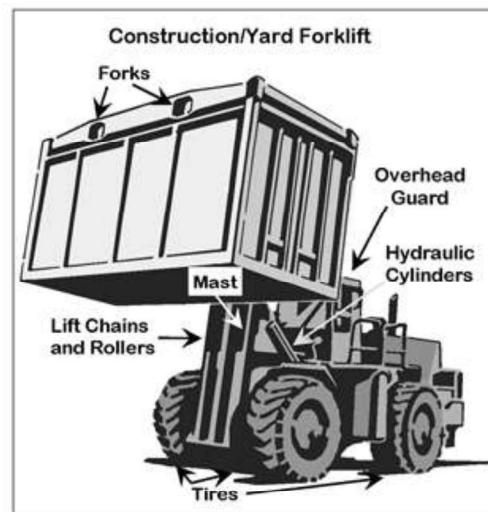
**ENGINE RUNNING Procedures**

Check the gauges

- Oil Pressure Indicator Lamp
- Ammeter Indicator Lamp
- Ammeter
- Hour Meter
- Water Temperature Gauge

Test the standard equipment

- Steering
- Brakes
- Horn
- Safety Seat (if equipped)
- Check the Transmission Fluid Level
- Check the Operation of Load-Handling Attachments



Comments/Observations:

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Print

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Sign

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Date

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Sign

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Date



**Performance Evaluation for Forklift Operators**

Employee:		Date:	Time:
Evaluator:		Equipment Type:	

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Shows familiarity with truck controls
<input type="checkbox"/>	<input type="checkbox"/>	Gave proper signals when turning
<input type="checkbox"/>	<input type="checkbox"/>	Slowed down at intersections.
<input type="checkbox"/>	<input type="checkbox"/>	Sounded horn at intersections.
<input type="checkbox"/>	<input type="checkbox"/>	Obedied signs.
<input type="checkbox"/>	<input type="checkbox"/>	Kept a clear view of direction of travel.
<input type="checkbox"/>	<input type="checkbox"/>	Turned comers correctly - was aware of rear end swing.
<input type="checkbox"/>	<input type="checkbox"/>	Yielded to pedestrians.
<input type="checkbox"/>	<input type="checkbox"/>	Drove under control and within proper traffic aisles.
<input type="checkbox"/>	<input type="checkbox"/>	Approached load properly.
<input type="checkbox"/>	<input type="checkbox"/>	Lifted load properly.
<input type="checkbox"/>	<input type="checkbox"/>	Maneuvered properly.
<input type="checkbox"/>	<input type="checkbox"/>	Traveled with load at proper height.
<input type="checkbox"/>	<input type="checkbox"/>	Lowered load smoothly/slowly.
<input type="checkbox"/>	<input type="checkbox"/>	Stops smoothly/completely.
<input type="checkbox"/>	<input type="checkbox"/>	Load balanced properly.
<input type="checkbox"/>	<input type="checkbox"/>	Forks under load all the way.
<input type="checkbox"/>	<input type="checkbox"/>	Carried parts/stock in approved containers.
<input type="checkbox"/>	<input type="checkbox"/>	Checked bridge-plates/ramps.
<input type="checkbox"/>	<input type="checkbox"/>	Did place loads within marked area.
<input type="checkbox"/>	<input type="checkbox"/>	Did stack load evenly and neatly.
<input type="checkbox"/>	<input type="checkbox"/>	Did drive backward when required.
<input type="checkbox"/>	<input type="checkbox"/>	Did check load weights.
<input type="checkbox"/>	<input type="checkbox"/>	Placed forks on the ground when parked, controls neutralized, brake on set, power off.
<input type="checkbox"/>	<input type="checkbox"/>	Followed proper instructions for maintenance - checked both at beginning and end.

Comments:

Total Rating	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Fail
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Evaluator's Signature

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Date

\_\_\_\_\_  
Operator's Signature

\_\_\_\_\_  
Date



**Certification of Forklift Operator Training**

The Company certifies that the following employee has been trained and has demonstrated competence in the following areas of forklift operations:

Truck-related topics:

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
- Differences between the truck and an automobile.
- Truck controls and instrumentation: where they are located, what they do, and how they work.
- Engine or motor operation.
- Steering and maneuvering.
- Visibility (including restrictions due to loading).
- Fork and attachment adaptation, operation, and use limitations.
- Vehicle' capacity.
- Vehicle stability.
- Any vehicle inspection and maintenance that the operator will be required to perform.
- Refueling and/or charging and recharging of batteries.
- Operating limitations.
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicles that the employee is being trained to operate.

Workplace-related topics:

- Surface conditions where the vehicle will be operated.
- Composition of loads to be carried and load stability.
- Load manipulation, stacking, and un-stacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and restricted areas that the vehicle will be operated.
- Hazardous (classified) locations where the vehicle will be operated.
- Ramps and sloped surfaces that will affect the vehicle's stability.
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance will cause a buildup of carbon monoxide or diesel exhaust.
- Other unique or potentially hazardous environmental conditions in the workplace that will affect safe operation.

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Employee Name

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Employee Signature

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Name of Trainer

\_\_\_\_\_  
Signature of Trainer

\_\_\_\_\_  
Date of Training

\_\_\_\_\_  
Date of Evaluation: