

FORKLIFT OPERATION

A. INTRODUCTION

The purpose of this program is to establish Safe Practices for **EAGLE INDUSTRIAL INSTRUMENTATION** personnel operating forklifts. The following practices and procedure will set the standards for forklifts being used by **EAGLE INDUSTRIAL INSTRUMENTATION** and enable us to bring our operation in compliance with OSHA 29 CFR 1910.178. They will apply to all Forklift Operations within **EAGLE INDUSTRIAL INSTRUMENTATION's operations**.

B. RESPONSIBILITIES

Management will be responsible for certifying that all authorized employees have completed the training required by this procedure on all makes and models of equipment owned by **EAGLE INDUSTRIAL INSTRUMENTATION**.

1. Additional responsibilities include:
 - a. The implementation of this policy.
 - b. Take corrective actions on all violations or suspected violations of this procedure.
 - c. Documentation of completion by each employee.

The **Safety Coordinator** will be responsible for aiding in the implementation of this Procedure.

The **Supervisor** is responsible for providing assistance in the implementation of this policy.

1. Additional responsibilities include:
 - a. Ensuring that all Eagle Industrial Instrumentation owned or leased forklifts in their operations meet OSHA criteria.
 - b. Ensuring that proper inspections and maintenance records are completed and maintained for future references.

Eagle Industrial Instrumentation personnel are responsible for acquainting themselves with this procedure and applying it in their day to day operations.

C. PROCEDURE

The following procedures will be in effect and adhered to throughout **EAGLE INDUSTRIAL INSTRUMENTATION** operations.

1. All forklifts used in Eagle Industrial Instrumentation operations will meet Eagle Industrial Instrumentation safety standards, whether Eagle Industrial Instrumentation owned, leased or rented.
2. Only trained and certified operators, including supervisors, are allowed to operate forklifts while on Eagle Industrial Instrumentation or client property.

Because of the varied types of work performed. We will be exposed to many brands, types and styles of forklifts for this reason each time an employee is required to operate a different type, brand, or style of forklift it will be necessary that their competency must be checked on the specific unit to be operated.

1. In most cases this check-off will be conducted by a qualified employee of the client.
 - a. In the event that this is impossible a certified professional trainer will be contracted to conduct this exercise.
 - b. Each time that this exercise is done proper documentation will be developed and maintained in the employee's training file.

All forklifts will be inspected and maintained as per manufacturer's specifications.

1. All forklifts will be inspected prior to operation.
2. Refer to Exhibits for copy of the inspection form.

The forklift should be serviced daily to ensure it remains in good condition.

1. Proper maintenance records should be maintained.

No guards, safety appliances or devices shall be removed or made ineffective unless immediate repairs or adjustments are required, then only after power has been shut off.

All forklifts should be equipped with a warning horn or siren to indicate the vehicle has been placed in reverse gear.

An oscillating light should be on top of the forklift to indicate the vehicle is in operation.

Forklift tires should be of the proper size and tread for operational safety and traction.

Holes should not be cut in the ends of the lift forks for the purpose of attaching lift slings or chains.

Gasoline engine forklifts should not be permitted in hazardous installations or areas.

Following adjustments or repairs, all guards should be placed on the forklift before it is placed back in service.

Broken forks should be replaced, not welded.

Items such as the steering wheel, seat, muffler and operating levers should be replaced with original equipment parts when broken or worn out.

Floor or deck openings in the vehicle's area of travel should be covered or made level to ensure steering control.

Loose objects should be kept off the floors or decks to prevent the truck's loss of steering.

Oil, grease, mud, moisture, etc., should be kept off ramps and floors where the forklift travels to ensure traction.

Adequate lighting should be present in the area where the forklift will be operated.

No one other than the assigned or authorized forklift operator should operate the vehicle.

The vehicle should not be operated with the forks empty or loaded, elevated more than one foot off the ground or floor.

The vehicle should not be driven forward while transporting a load that blocks the view of the driver.

The vehicle should not be operated if the overhead protection frame is off of the vehicle.

The operator should never get off the forklift and leave it running.

1. The engine should be stopped and the brake set before he/she gets off the machine.

The operator should reduce speed and sound the horn when starting around corners.

Always sound the horn to alert people in the area where the forklift is in motion.

The operator should be extra alert when maneuvering the forklift around fuel, oil or chemical containers, high pressure lines, etc., to prevent ramming or puncturing them with the forks.

Extreme caution should be taken when operating the unit under or around power or electrical lines.

No one is permitted to ride with the operator or on the forks while the unit is in motion.

Personnel should not place hands or any other parts of the body on or around the forklift's hydraulic lift frame when it is in operation.

The operator should not stack material or supplies where walkways and emergency exits will be blocked.

Before loading or unloading operations starts:

1. The operator will verify that:
 - a. The wheels of trucks/trailers that are to be loaded are chocked.
 - b. Dock to trailer/truck transition plates are in place.
 - c. Any supports required are in place.

D. TRAINING REQUIREMENTS

The written training program includes formal instruction, practical training, and operator evaluation in the workplace.

1. Formal instruction includes but not limited to:
 - a. Lecture
 - b. Discussion
 - c. Written material
 - d. Videos
2. Practical training involves instructor demonstrations and trainee exercises.
3. Operator evaluation includes the following:
 - a. Written test
 1. Must be passed by a 70% score.
 2. All questions missed must be reviewed and corrected with the trainee.

b. Hands on demonstration (Critique), includes the following:

1. Completion of a pre-trip inspection
2. An operator performance critique check-off sheet

All trainers must have the knowledge and ability to teach and evaluate the operators, and the training and observations will be conducted by professional trainers or safety persons that qualify to conduct this material. Training is currently conducted by Safety & Training Consultants, LLC of Houma, LA.

The program content will consist of the following topics:

1. Understanding of the need for forklift safety.
2. Understand the basic terms and concepts related to forklifts and other “powered industrial trucks”.
3. Types and makes of units
4. Controls
5. Refueling/charging
6. Proper inspections
7. Maintenance
8. Operating instructions
9. Hazard recognition
10. Basic safety precautions for operating a forklift
11. Procedures for safe load handling
12. Understand safety precautions for special situations
13. Fulcrum principal
14. Load charts
15. Center of gravity
16. Stability triangle.
17. Turn radius
18. Visibility
19. Ramps
20. Docks
21. Difference between cars vs. forklift
22. Chocking of trucks, trailers or rail cars
23. Personal protective equipment

E. TRAINING FREQUENCY

All operator personnel will be trained/certified according to the following schedule:

1. Prior to being required to work near or operate a forklift
2. Recertification every three years.

Refresher training will be conducted when:

1. Operators are required to operate a different style or make of forklift
2. Whenever involved in an accident
3. When changes in work conditions occur.
4. Observed operating equipment unsafely.

F. CERTIFICATION

Operator certifications must be kept with the operator as well as copies located in individual personnel files.

1. Operator certifications must include:
 - a. Training date
 - b. Operator name
 - c. Evaluation date
 - d. Trainer/evaluator name