



FORKLIFTS

Innovations Manufacturing, Inc. (the Company)

Version: 2

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Purpose

The purpose of this program is to establish requirements for the safe operation and use of Powered Industrial Trucks (Forklifts).

Scope

This program applies to all Company employees who operate a Powered Industrial Truck in the scope of their job duties and assignments.

NOTE: All employees are required to be trained and certified prior to operating each specific type of forklift equipment.

Definitions

Authorized Employee – A person, at least 18 years of age and who has completed the company's required safety training for the safe operations of forklifts.

Forklift (Powered Industrial Truck) – Any mechanical device used for the movement of supplies, material or finished a product that is powered by an electric motor or an internal combustion engine.

Key Responsibilities

Manager/Supervisor

- Shall ensure that each powered forklift operator is competent to operate a forklift safely, as demonstrated by the successful completion of the training and evaluation program.
- Shall ensure that all forklifts are inspected before each shift and all repairs are made before the forklift is operated.

Employees

- Shall be current on applicable training.
- Operate forklift in accordance with the forklift standards and manufacture requirements.
- Inspect forklift before use at the beginning of each shift and remove from service to correct defects.
- Operate forklift in a safe manner.

Procedure

General

All approved forklifts shall have a manufactures identification plate attached showing all specifications of the forklift and that the forklift is accepted by a nationally recognized testing laboratory.

Modifications and additions that affect capacity and safe operation shall not be performed without engineering or manufacturer's prior written approval.

The operator shall see that all nameplates and markings are in place and are maintained in a legible condition.

All forklifts shall be equipped with safety seat belts. All forklifts shall be equipped with a horn and backup alarm.

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Safety Guards

Forklifts shall be fitted with an overhead rollover cage, as per manufactures specifications.

Training

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material, etc.), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by authorized persons who have the knowledge, documented training, and experience to train powered industrial truck operators and evaluate their competence.

Each operator is required to be re-evaluated every three years.

Training shall include the following topics:

1. Operating instructions, warnings, and precautions for the types of forklift the operator will be authorized to operate
2. Differences between the forklift and the automobile
3. Forklift controls and instrumentation: where they are located, what they do, and how they work
4. Engine or motor operation
5. Steering and maneuvering
6. Visibility (including restrictions due to loading)
7. Fork and attachment adaptation, operation, and use limitations
8. Vehicle capacity
9. Vehicle stability
10. Any vehicle inspection and maintenance that the operator will be required to perform
11. Refueling and/or charging and recharging of batteries
12. Operating limitations
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
14. Surface conditions where the vehicle will be operated
15. Composition of loads to be carried and load stability
16. Load manipulation, stacking, and unstacking
17. Pedestrian traffic in areas where the vehicle will be operated
18. Narrow aisles and other restricted places where the vehicle will be operated
19. Hazardous (classified) locations where the vehicle will be operated
20. Ramps and other sloped surfaces that could affect the vehicle's stability
21. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or exhaust
22. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation, and
23. The requirements of CFR 1910.178 (Powered Industrial Trucks).

Mandatory refresher training shall be provided when unsafe operations are observed, after an incident, if operating a different vehicle type, changes in conditions or any time the Company feels an operator requires refresher training.

Certification

- Only trained and certified operators, including supervisors, are allowed to operate the device (this includes refresher training requirements).

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- The trainer shall certify in writing that each operator has been trained and evaluated as required.
- The certification shall include the name of the operator, the date of the training, the date of the evaluation and the identity of the person(s) performing the training and/or evaluation.

Operations

General

- All operators shall wear a safety seat belt when operating a forklift.
- Forklifts shall not be driven up to anyone standing in front of a fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
- Unauthorized personnel shall not be permitted to operate forklifts.
- No riders or passengers are permitted during forklift operations.
- It is prohibited for arms or legs to be placed between the uprights of the mast or outside the running lines of the forklift.
- When a forklift is left unattended, the vehicle shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes shall be set.
 - A forklift is unattended when the operator is 25 ft. or more away from the vehicle, with the vehicle in view, or whenever the operator leaves the forklift, and it is not in view.
- Wheels shall be blocked if the forklift is parked on an incline.
- 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.
- The flooring of forklifts and/or trailers shall be checked for breaks and weakness before they are driven onto.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard (cages) shall be used as protection against rollover and falling objects.
- 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.
- Fire aisles, access to stairways, and fire equipment shall be kept clear.

Traveling

- The operator shall slow down and sound the horn at cross isles and other locations where vision is obstructed.
- If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing.
- The operator shall be required to look in the direction of and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.
- On all grades the load shall be tilted as applicable and raised only as far as necessary to clear the road surface.
- Under all travel conditions the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are prohibited.
- The operator shall slow down for wet and slippery floors.
- 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.

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- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion.
- Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

Loading

- Only stable or safely arranged loads shall be handled.
- Caution shall be exercised when handling off-center loads, which cannot be centered.
- Only loads within the rated capacity of the forklift shall be handled.
- Forklifts equipped with attachments shall be operated as partially loaded forklifts when not handling a load.
- Lifting apparatus shall be placed under the load as far as possible and as practical the mast shall be carefully tilted backward to stabilize the load prior to lift.
- Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
- Tilting forward with load shall be prohibited except to pick up a load.
- An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack.
- When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Operation of the Truck

- If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been restored to safe operating condition.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No forklift shall be operated with a leak in the fuel system.
- Open flames shall not be used for checking leaks, electrolyte level in storage batteries, or gasoline level in fuel tanks.
- Operator must verify trailer brakes/chocks, supports, and dock plates are secured prior to loading or unloading.

Maintenance and Inspection of Forklifts

- Only authorized personnel shall perform maintenance and make repairs.
- Those repairs to the fuel and ignition systems of forklifts, which involve fire hazards, shall be conducted only in locations designated for such repairs.
- Forklifts in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- Only parts equivalent with those used in the original design shall replace all parts of any forklift requiring replacement parts.
- Forklifts shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts.
- Additional counter weighting of forklifts shall not be done unless approved by the truck manufacturer.
- Forklifts shall be inspected daily by the operator before being placed into service and shall not be placed in service if the inspection shows any condition adversely affecting the safety of the forklift.
- Inspection shall be made at least daily or prior to each shift.
- Where forklifts are used on a round-the-clock basis, they shall be inspected before each shift.
- Defects when found shall be immediately reported to the supervisor and corrected before operating the forklift.
- Forklifts shall be kept in a clean condition, free of trash, excess oil, and grease.
- Noncombustible agents, where at all possible, shall be used for cleaning forklifts.
- Low flash point (below 100 degrees F.) solvents shall not be used.

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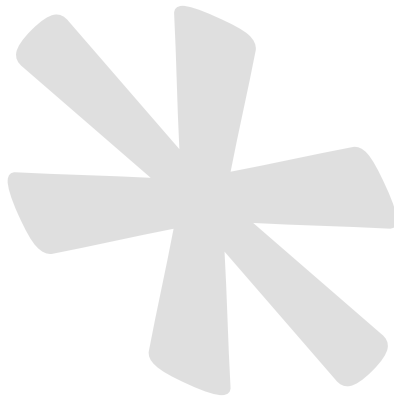
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- High flash point (at or above 100 degrees F.) solvents may be used if precautions regarding toxicity, ventilation, and fire hazard are mitigated with the agent or solvent used.



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