



ERED INDUSTRIAL TRUCKS (FORKLIFTS)

Berea College Employee Workplace Safety Program

PURPOSE

This program is designed to meet the requirements of 29 CFR 1910.178, regarding protection from hazards of using forklifts, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

RESPONSIBILITIES

Department Head Responsibilities

1. Maintain files of all required training documentation and certification as maybe required by Berea College or any other Federal or state agencies.
2. Maintain a safe and healthy work environment that is free of hazard for all departmental employees and student laborers.

Employee Responsibilities

1. Employees are responsible for attending all scheduled departmental training sessions and those provided by other agencies.
2. Employees are responsible for adhering to safety policies and procedures of their department and safe work policies and procedures of Berea College.
3. Employees are responsible for taking proper safety precautions as outlined within this policy.
4. Employees are responsible for wearing proper protective equipment as specified and/or specified by their supervisor, department policy, and/or the Campus Policy.
5. Employees are responsible for reading all warning labels and following warnings and instructions.

Trainers - will prepare, audit and revise this program as necessary; will also communicate to personnel responsible for operating the forklifts the procedures for operating and maintaining the forklifts within the College

Supervisors - will ensure compliance with this program by all personnel responsible for operating forklifts through monitoring performance and having regular, systematic inspections of the forklifts

All Operators - will operate and maintain forklifts in a safe manner

LICENSING

Forklift operators must obtain training in order to receive an, license to operate a forklift. Operators must renew their licenses every three years by attending training provided by the College and passing a re-certification program.

PRE-OPERATION INSPECTION

Before operating a forklift, operators must perform a pre-operation inspection. If for some reason, the forklift is inoperable, it should be tagged for repair with a description of the problem(s). A forklift that has been tagged for repair should never be operated until the repairs have been made. The following is a list that can be used to develop a pre-operation checklist:

1. Inspect the wheels and tires
2. Inspect the lights
3. Inspect the forks, lift chains and carriage
4. Check for leaks on the floor and around the forklift
5. Inspect the roll cage for damage
6. Operate forklift controls
7. Inspect the steering mechanism
8. Test the horn
9. Test the brakes
10. Record the number on the hour meter before and after operation
11. Inspect the hydraulic cylinders and hoses for cracks, leaks, etc.

FUELING THE FORKLIFT

Before fueling the forklift, the following guidelines must be observed:

1. Extinguish all cigarettes or other smoking materials.
2. The forklift should be refueled only in a well-ventilated area designated for refueling.
3. All spills should be properly cleaned up
4. Before refueling, the fork should be lowered to ground level
5. Before refueling, the engine must be shut off and the parking brake must be engaged

MATERIAL HANDLING

The operator should always be aware of the type of material he/she is transporting. The operator should read container labels before transport. If transporting hazardous materials, the operator must first refer to a Material Safety Data Sheet (M.S.D.S.)

RAMPS AND INCLINES

The stability of the forklift changes when traveling on a ramp or incline. The following guidelines should be followed when operating a forklift on a ramp:

- 1 . Maintain a clear line of vision
- 2 . If a clear line of vision cannot be maintained, a signal person should be utilized to direct the line of travel.
- 3 . Always drive with the load going up the incline
- 4 . Operate the forklift very slowly
- 5 . Signal coworkers of your approach by using the horn
- 6 . Never turn the forklift around on a ramp or incline

USING THE FORKLIFT FOR MANLIFT OPERATIONS

Employees using forklifts for manlift operations should follow these guidelines:

- 1 . The most important guideline is to never use boards, pallets, barrels, etc, for lifting. Employees should be lifted in a workbasket, which is designed and approved for such operations.
- 2 . The job site should be barricaded or roped off
- 3 . Manlift operations should only be performed on level surfaces.
- 4 . Never move the forklift without a clear signal from the worker in the workbasket.
- 5 . Always keep tools and accessories inside the workbasket when being lifted or lowered
- 6 . Once the forklift is in place, the parking brake should be engaged before the workbasket is lifted.
- 7 . Never leave the forklift unattended when work is being performed in the workbasket
- 8 . The workbasket should always be secured using safety chains.

TRAINING

All current forklift operators will be trained in the proper use and maintenance of forklifts. Any new employee who will operate forklifts shall receive instruction as to the proper use and care of the forklifts.

Rules of Operation for Powered Industrial Trucks:

- 1 . Only Berea College licensed and certified employees may operate Berea College owned industrial trucks.
- 2 . The operator must always face the direction of travel
- 3 . Look before you start, to see that no person or object is in your path. Always look before backing up
- 4 . Do not carry riders!
- 5 . No horseplay at any time!
- 6 . Remember that pedestrians have the right of way at all times.
- 7 . Keep your feet, arms, and legs inside the guard
- 8 . Seatbelts should be worn whenever the industrial truck is moving
- 9 . Stay alert, concentrate on the work being done

10. Check the clearance of any hoists or other objects before raising forks or tiering
11. Under normal traffic conditions, keep to the right

Appendix 1

Berea College Forklift Check Sheet

Forklift Model: _____ Fuel Type: _____ Forklift Location: _____
 Month Of _____

Hours Meter Start of Month: _____ Hrs Meter end of Month: _____ Monthly Hrs Total: _____

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Fuel																																
Coolant																																
Battery fluid																																
Brake fluid																																
Trans Fluid																																
Hydr. Fluid																																
Battery Cables																																
Gauges																																
Steering																																
Tires																																
Lights																																
Turn signals																																
Rear lights																																
Warning lights																																
Horn																																
Back Up Alarm																																
Mast																																
Forks																																
Hydr.Hose																																
Tilt/Lift Controls																																
Parking Brake																																
Inspected By																																