



# -PERFICUT SITE MANAGEMENT-

## Forklift Safety Policy

1/3/2022

### **PURPOSE**

The purpose of this policy is to define the procedures and standards that apply to the care, control, maintenance, inspection, and operation of forklifts.

### **POLICY**

Forklifts shall be operated, maintained, and controlled in a safe manner.

**Definition:** Forklift means a mobile, power-propelled truck used to carry, push, pull, lift, or stack materials.

### **PROCEDURE**

The following standards and requirements will be met to allow for the safe operation of forklifts used by Perficut employees.

**Training:** Only trained and authorized employees are permitted to operate a forklift. The Safety Director or designee will administer the forklift operator certification program and maintain training records. Training shall occur prior to employee operation of any forklift. Re-training will be required if there is a change in equipment or observed performance by the operator dictates the need for more frequent re-training. Classroom and practical training in addition to operator evaluation is required. All employees who complete the training will receive a completion certificate.

**Inspection and Maintenance:** Prior to placing a forklift into service, the operator shall perform and document an inspection. The Safety Director will collect the inspection checklist on a weekly basis and keep them for 30 days for review. Any noted conditions that affect the safe operation of the forklift shall be reported to the maintenance shop via an Equipment Repair Request and the Lockout/Tagout policy followed. A maintenance log shall be maintained to determine when required maintenance is due. Only qualified maintenance personnel shall perform maintenance and repair. Records will be kept by the maintenance shop.

**Safe Operating Rules:** The following rules apply to all employees who operate a forklift. Violations can and will result in re-training and/or disciplinary action.

- Only employees trained in safe operations as per this policy and authorized by their department manager shall be allowed to operate forklifts.
- Personnel are not permitted to ride on forklifts except in designated seats that are part of the equipment design. NO RIDERS OR PASSENGERS!
- Forklifts shall be equipped with seat belts and utilized by the operator.
- Forklift shall be operated at a speed that will permit stopping in a safe manner.
- Stunt driving and horseplay will not be tolerated.
- Traffic regulations shall be observed, including work site speed limits.
- The driver shall be required to keep a clear view of the path of travel.
- The driver shall be required to slow down and sound the horn in areas where vision is obstructed. If load obstructs forward view, driver shall travel with load trailing (reverse).
- Forklift shall have a functioning horn and back-up alarm.
- Forklift shall have the rated lift capacity clearly posted on the truck. This rating shall not be exceeded.
- A copy of the manufactures operating instructions shall be readily available for review.
- No modifications which affect the capacity or safe operation of forklift shall be made.
- Grades shall be ascended or descended slowly.
- No person shall be allowed to stand or pass under the elevated portion of forklift.
- An overhead guard shall be in place to protect the driver from falling objects.
- Operator shall not raise personnel with the uprights unless a rated safety cage is used.
- Forklift operator shall yield to pedestrians.
- When forklift is unattended, forks shall be fully lowered, controls neutralized, power shut-off and brakes set.