

NORTHEAST COMMUNITY COLLEGE



FORKLIFT OPERATION PLAN

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NORTHEAST COMMUNITY COLLEGE

FORKLIFT OPERATION PLAN

Per Administration Policy Code 2070, Environmental Safety and Health, protection of the health and safety of the employees and students of Northeast Community College is an important goal of the Administration. Furthermore, Northeast Community College is committed to achieving compliance with OSHA 29 CFR 1910.176 and 1910.178 regarding Handling Materials and Powered Industrial Trucks.

A Forklift Operation Plan has been implemented to accomplish the objectives stated above. The plan was developed under the guidance of the Safety Sub-Committee. Each operator shall be responsible for compliance with the plan.

Dr. Bill R. Path, President

Date

**NORTHEAST COMMUNITY COLLEGE
FORKLIFT OPERATION PLAN
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1.0 General

This written Forklift Operation Plan establishes guidelines to be followed whenever any of our operators work with powered industrial trucks at Northeast Community College. The rules established are to be followed to:

- *Provide a safe work environment,
- *Govern operator use of powered industrial trucks, and
- *Ensure proper care and maintenance of powered industrial trucks.

The procedures here establish uniform requirements designed to ensure that powered industrial truck safety training, operation, and maintenance practices are communicated to and understood by the affected operators. These requirements are also designed to ensure that procedures are in place to safeguard the health and safety of all employees, students, and public.

1.1 Regulatory Basis

It is our intent to comply with the requirements of OSHA's 29 CFR 1910.176 and 1910.178. These regulations have detailed requirements for powered industrial truck operator training and powered industrial truck operations.

2.0 Initial Training

During an operator's initial training, the instructor(s) will combine both classroom instruction and practical training. Classroom instruction includes: lecture, discussion, and videos. Classroom instruction covers all aspects regarding the safe operation of forklifts.

Practical training includes demonstrations performed by the trainer and practical exercises by the trainee. All powered industrial truck operators are trained and tested on the equipment they will be driving before they begin their job.

During training, Northeast Community College covers the operations hazards of our powered industrial trucks, including but not limited to the following:

- *General hazards that apply to the operation of all or most powered industrial trucks,
- *Hazards associated with the particular make and model of the truck,
- *Hazards of the workplace in general, and
- *Hazards of the particular workplace where the vehicle is operated.

If each potential operator has received training in any of the elements of the training program, and is evaluated to be competent, they need not be retrained in those elements before initial assignment in our workplace. The training must be specific for

the types of trucks that the operator will be authorized to operate and for the type of workplace in which the trucks will be operated.

2.1 Training Certification

After an operator has completed the training program, the instructor will determine whether the potential driver can safely perform the job. At this point, the trainee will take a performance test or practical exercise through which the instructor(s) will decide if the training has been adequate. All powered industrial truck trainees are tested on the equipment they will be driving.

The Safety Director will keep records certifying that each employee operator has successfully completed operator training and testing. The Division Dean and/or the instructor will keep records certifying that each student operator has successfully completed operator training and testing. Each certificate includes the name of the driver, the date(s) of the training, and the name of the person who did the training and evaluation.

2.2 Performance Evaluation

Each certified powered industrial truck operator shall be evaluated at least once every three years to verify that the operator has retained and uses the knowledge and skills needed to drive safely. A certified instructor will conduct this evaluation. If the evaluation shows that the operator is lacking the appropriate skills and knowledge, the operator is retrained by our instructor(s).

2.3 Refresher Training

Refresher training is triggered by any of the following situations:

- *If the operator is involved in an accident or a near-miss incident.
- *If the operator has been observed driving the vehicle in an unsafe manner.
- *When the operator is assigned to a different type of truck.
- *If it has been determined during an evaluation that the operator needs additional training.
- *When there are changes in the workplace that could affect safe operation of the truck. This could include a different type of paving, reconfiguration of the storage racks, new construction leading to narrower aisles, or restricted visibility.

2.4 Certified Operators

Employees or students will not operate a powered industrial truck until he/she has successfully completed a powered industrial truck training program. Regardless of claimed previous experience, all new operators must at least undergo a performance evaluation. Students that have taken forklift training and received certification may

operate forklifts on campus with permission prior to each use and reasonable supervision from their instructor.

3.0 Inspections

3.1 Pre-Operational Inspection Procedures

Northeast Community College requires operators to perform daily pre-operational equipment checks on powered industrial trucks to ensure the safe operating condition of the vehicle.

The powered industrial truck checklist will include, but may not be limited to the following items: tire condition, head/tail lights, warning lights, battery fluid, battery is secured, battery indicator, seat belts, forks, mirrors, overhead guard, gauges, clutch, steering, service brake, parking brake, hydraulic controls, hose reel, engine oil, horn, cleanliness of vehicle, water level and hoses, physical damage to body, forks, mast or other items, missing or loose parts or bolts. Reference equipment operator manual for additional information.

4.0 Operating Procedures

4.1 Driving

Driving a powered industrial truck is fundamentally different than driving a car or other trucks. In fact, powered industrial trucks:

- *Are usually steered by the rear wheels,
- *Steer more easily loaded than empty,
- *Are driven in reverse as often as forward,
- *Are often steered with one hand, and
- *Have a center of gravity toward the rear, shifting to the front as forks are raised.

Unlike cars, some powered industrial trucks have a greater chance of tipping over when suddenly turned. Because of the design of powered industrial trucks, they have a very short rear wheel swing. This means that, at high speeds, sudden turns can tip them and could result in serious injury and damage. Speed can cause the center of gravity to shift dramatically. Similarly, speeding over rough surfaces can cause tipping. Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people.

4.2 Load Lifting and Carrying

Powered industrial trucks can lift only so much. Each truck has its own load capacity, which is indicated on the rating plate. Powered industrial trucks also have three-point suspension that forms an imaginary triangle from the left front wheel to the right front wheel to the point between the two back wheels. The center of gravity for a powered

industrial truck must lie somewhere within this triangle or else the truck will tip over. The load and its position on the forks, as well as traveling speed and slopes, all affect the center of gravity. Loads themselves have gravity with which to contend. Loads need special care so that they do not fall.

4.2 Battery Charging and Changing

Batteries present a hazard because they contain corrosive chemical solutions, either acid or alkali. During recharging, a worker may be exposed not only to the acid solution, but also to hydrogen gas that is produced during the recharging process. Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take may be allowed to perform this work.

Smoking is prohibited in charging areas. Battery charging generates hydrogen gas, which may present an explosion hazard. This precaution also applies to open flames, sparks, or electric arcs. An effective means of fire protection must be provided in the area.

4.4 Pedestrians

Because powered industrial trucks may be used near pedestrians, we require powered industrial truck operators to watch out for pedestrians.

4.5 Maintenance

Investing time and effort into the proper upkeep of our equipment results in day-to-day reliability. Keeping up with the manufacturer's recommended maintenance and lubrication schedules will increase our trucks' longevity.

5.0 General Operating Tips

Although structurally different than cars, powered industrial trucks, like cars, can collide with property and people. Therefore it is our policy for all operators to follow these driving procedures:

- Use only powered industrial trucks approved for the location of use.
- No riders are allowed on the powered industrial trucks.
- Use of seat belt required if powered industrial truck is manufactured with one.
- Only start/operate a powered industrial truck from the designated operating location.
- Observe all traffic regulations, including campus speed limits and keeping to the right.
- Yield the right-of-way to pedestrians and emergency vehicles.
- Maintain safe distances from other powered industrial trucks ahead (typically three truck lengths).

- Travel at speeds that will permit vehicles to stop safely at all times, under all road and weather conditions.
- Avoid quick starts/changes of direction.
- Turns must be negotiated by reducing speed and turning the steering wheel with smooth, sweeping motion.
- Maintain forks in proper position.
- Drive properly in reverse.
- Do not engage in stunt driving and horseplay. (Horseplay may cost you your job.)
- Drive slowly over wet or slippery surfaces.
- When the forks are empty, travel with the forks at a negative pitch as low to the floor as practical.
- When the operating terrain warrants, adjust the height of the forks to a safe level.
- Do not run over loose objects on roadway surfaces.
- Slow down and sound the horn and look at intersections, corners, and other locations where vision is obstructed.
- Maintain a clear view of the direction of travel at all times. Look in direction of travel.
- Keep all body parts within truck.
- Do not allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the truck.
- Do not drive trucks up to anyone standing in front of a bench or other fixed object.
- A vehicle is considered “unattended” when an operator is 25 feet or more away from a vehicle or it is not in view.
- Unattended trucks must be secured by: Fully lowering forks or other attachments (when unloaded, tilt the forks forward first and then lower them to the ground until the tips of the forks come in contact with the ground), neutralizing controls, power shut off, and setting brakes.
- Secure trucks when dismounted operators are within 25 feet of a vehicle still in view by: fully lowering the load, neutralizing controls, and setting brakes.
- Be aware of headroom under overhead installations, lights, pipes, door beams, and sprinkler systems.
- Do not block access to fire or emergency exits, stairways, fire equipment, or electrical panels.
- Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.
- Maintain safe distances from the edges of ramps or platforms while on any elevated dock, platform, or freight car.
- Dock boards and bridge plates must be secured before vehicles cross over them. Be sure they do not exceed rated weight limits.
- When ascending or descending a grade or incline: Make sure the load is always uphill, proceed slowly and with caution, tilt or raise the forks and attachments only as far as necessary to clear the road surface, and sound the horn before ascending or descending.
- Do not park on inclines, ramps, or dock plates. If you must park on an incline, block the wheels.
- Do not use powered industrial trucks for any purpose other than what they were designed.

- Clean up all fluid leaks (oil, hydraulic, transmission, etc.) from the floor.
- If the warning device (like a warning lamp or sound-producing device) comes on, stop the truck as soon as possible.
- Follow manufacturer's recommended emergency procedures for fire or tip over and be familiar with manufacturer's emergency equipment.
- Do not modify a powered industrial truck.
- Report all powered industrial truck accidents involving employees, building structures, and equipment to department management.

**NORTHEAST COMMUNITY COLLEGE
FORKLIFT OPERATOR EVALUATION FORM**

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name:	Evaluator Name:
Evaluation Date:	Equipment Operated:

Operator Behaviors	Good	Fair	Poor	N/A	Comments
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Pre-Use Inspection

1. Walk around-look for damage.					
2. Document/report all findings.					

Picking Up/Putting Down a Load

1. Square up on the center of the load.					
2. Stop with the fork tips about 1 foot from the load.					
3. Clear personnel from the area near the load.					
4. Level the forks: then slowly drive forward until the load contacts the carriage.					
5. Lift the load carefully and smoothly until it is clear.					
6. Tilt the mast back slightly to stabilize the load.					
7. Look behind and check blind spots.					
8. After out and stopped, lower the load to travel height.					
9. Make sure there is sufficient clearance for the load.					
10. Square up to the location; then stop about 1 foot away.					
11. Raise the load to placement level.					
12. Move slowly forward.					
13. If the load is on a pallet, lower it into position and lower the forks further.					
14. Look behind before backing out.					
15. Back straight out until the forks have cleared.					
16. Lower the forks to traveling position.					

Operator Behaviors	Good	Fair	Poor	N/A	Comments
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Traveling

1. Do not raise or lower the load and forks while traveling.					
2. Maintain a safe speed.					
3. Observe all traffic rules, warning signs, and overhead clearances.					
4. Keep arms and legs inside the forklift.					
5. Slow down while cornering.					
6. Use the horn to alert others.					
7. Travel with the load facing uphill while on a ramp or incline.					
8. Stop smoothly.					

Parking

1. Fully lower the forks.					
2. Neutralize the controls.					
3. Set the brakes.					
4. Turn off the power.					
5. If parked on an incline, block the wheels.					
6. Park only in authorized areas.					

Battery Recharging

1. Engine off.					
2. Proper PPE.					
3. Check water level.					

- The operator **has successfully** completed the evaluation and is qualified to operate the following equipment.
- The operator **has not demonstrated** competence in operating the following equipment.

Equipment Type
1) _____
2) _____
3) _____

Evaluators Signature

Operator Signature