

Forklift Safety Procedure

1. Purpose

This procedure is designed to insure that employees required to operate powered industrial trucks (PIT), including but not limited to forklifts, are properly trained and certified according to safety regulations and industry standards.

2. Scope

This procedure applies to all employees, and their supervisors, whose job duties require the operation of PITs.

In order to operate a PIT, an employee must:

- Possess a valid driver's license
- Be approved to drive for the university
- Not have adverse vision/hearing problems that cannot be corrected with lenses or hearing aids
- Not have physical limitations that would impair safe operation
- Not have neurological disorders that affect balance or consciousness
- Not take any medication that affects perception, vision or physical ability

3. Initial Training

3.1. PIT operators must view online training materials and successfully pass a test on the content. 80% or greater is considered a passing score.

3.2. PIT operators working through temp agencies, who do not have access to the university's online training materials, must complete a written test as provided by USEM and administered by their direct supervisor.

3.3. Before using a PIT without supervision, operators must undergo hands-on training, and successfully pass a safe operation evaluation.

3.4. Departments that require employees to operate PITs must designate individual(s) competent and experienced in safe use of the equipment to administer hands-on training and evaluation.

3.5. If departments cannot designate competent and experienced individuals, designees from other departments must train the operator in conjunction with the USEM Coordinator.

3.6. Hands-on training must include instruction by trainer and demonstration by trainee of the following procedures:

- a. Pre-operation safety check and components to inspect for wear (tires, lift chain, forks, fuel tank, safety belt, safety cage, oil levels)
- b. Adjustments and controls (fork width, load movements, setting/releasing parking break, turning on lights)
- c. Moving a load (approaching, lifting, traveling on flat and graded surfaces, and maneuvering around obstructions)
- d. Raising and lowering the mast with a load

3.7. Operators must train on PITs they will use. Additional hands-on training is required if the operator is assigned to use a PIT other than the lift they were originally trained on.

3.8. Trainees who fail to demonstrate safe use or who are evaluated to be uncomfortable with

operation of the lift must schedule time with their supervisor and designated trainer for additional hands-on training and supervised operation.

4. Training Records

4.1. PIT training records will be kept electronically in the university's training database.

4.2. Tests administered to employees working through temp agencies will be graded by the employee's direct supervisor, and sent to USEM for recordkeeping.

4.3. USEM Coordinator will verify successful completion of online tests.

4.4. USEM Coordinator will supply those designated to conduct hands-on training and/or supervisors of PIT operators with certification cards.

4.5. Certification cards are to be filled out and signed by designee or supervisor upon successful completion of online test and hands-on component.

4.6. If an employee must be trained by a hands-on designee from another department, USEM Coordinator will observe the training, and sign the certification card.

4.7. Once the certification card is filled out, the recipient's supervisor or hands-on training designee must provide USEM Coordinator with an image (photo, copy, scan or fax) of the completed card.

4.8. The Office of USEM will match certification card images with successful test completion records in the university's training database.

4.9. Operators checking out PITs from the Motor Pool must present their certification card upon check-out.

5. Refresher Training and Evaluation

5.1. As with initial training, refresher training consists of viewing online materials, successful test completion and hands-on demonstration.

5.2. Operators involved in any PIT-related accident must report the incident immediately and turn in the certification card to the direct supervisor.

5.3. Supervisor will prohibit operation of PITs by any employee involved in an accident until refresher training is complete.

5.4. An operator's direct supervisor must confiscate an employee's certification card if unsafe practices are observed personally on the part of the supervisor or submitted in writing as observed by others.

5.5. At least every three years, operators should be evaluated on the safe use of PITs.

6. PIT Maintenance

6.1. Operators are responsible for performing pre-shift safety checks as specified in the PIT's Operators Manual. These checks include, but are not limited to:

- a. Fork wear beyond 10% of original thickness
- b. Lift chain slack
- c. Seat latch and adjuster operability
- d. Seat belt and side restraint function
- e. Oil and other fluids (level and quality)
- f. Safety cage wear

6.2. Any PIT not in safe operating condition must be removed from service immediately.

6.3. Only FM Motor Pool is authorized to perform maintenance or repairs. Replacement parts must be manufacturer-approved