

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 1 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

Purpose

Material handling is a significant safety concern. During the movement of products and materials there are numerous opportunities for personal injury and property damage if proper procedures and caution are not used. This chapter applies to all powered industrial trucks, hoists & lifting gear. The information in this policy shall be used to train prospective

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 2 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

Training Content Training consists of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

Initial Training: Powered industrial truck operators shall receive initial training in the following topics:

Truck -related training topics:

- x Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate
- x Differences between the truck and the automobile
- x Truck controls and instrumentation: where they are located, what they do, and how they work
- x Engine or motor operation
- x Steering and maneuvering
- x Visibility (including restrictions due to loading)
- x Fork and attachment adaptation, operation, and use limitations
- x Vehicle capacity
- x Vehicle stability
- x Any vehicle inspection and maintenance that the operator will be required to perform
- x Refueling and/or charging and recharging of batteries
- x Operating limitations
- x 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.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 3 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

- x Composition of loads to be carried and load stability
- x Load manipulation, stacking, and unstacking
- x Pedestrian traffic in areas where the vehicle will be operated
- x Narrow aisles and other restricted places where the vehicle will be operated
- x Hazardous (classified) locations where the vehicle will be operated
- x Ramps and other sloped surfaces that could affect the vehicle's stability
- x Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
- x Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Refresher training and evaluation. Refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

- x The operator has been observed to operate the vehicle in an unsafe manner
- x The operator has been involved in an accident or ~~mess~~ incident
- x The operator has received an evaluation that reveals that the operator is not operating the truck safely
- x The operator is assigned to drive a different ~~type~~ truck
- x A condition in the workplace changes in a manner that could affect safe operation of the truck
- x Once every 3 years an evaluation will be conducted of each powered industrial truck operator's performance.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 4 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 5 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

- x Lift capacity will be marked on all PITs. Operator will assure load does not exceed rated weight limits.
- x When un-attended, PITs will be turned off, forks lowered to the ground and parking brake applied.
- x All PITs (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher. (Minimum rating; 2A:10B:C)
- x Operators are instructed to report all accidents, regardless of fault or severity, to Management. Management will conduct an accident investigation.
- x When loading trailers, dock plates will be used. Operators will assure dock plates are in good condition and will store on edge when not in use.
- x Trailers will be parked squarely to the loading area and have wheels chocked in place. Operators will follow established Docking/Un-Docking Procedures.

Batteries

- x Battery charging installations shall be located in areas designated for that purpose.
- x Facilities shall be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
- x A conveyor, overhead hoist, or equivalent material handling equipment shall be provided for handling batteries.
- x Reinstalled batteries shall be properly positioned and secured in the truck.
- x A carboy tilter or siphon shall be provided for handling electrolyte.
- x When charging batteries, acid shall be poured into water; water shall not be poured into acid.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 7 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

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.

- x A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- x Trucks shall not be parked so as to block fire aisles, access to stairways, or fire equipment.

Traveling

- x All traffic regulations shall be observed, including authorized speed limits. A safe distance shall be maintained approximately three truck lengths from the truck ahead, and the truck shall be kept under control at all times.
- x The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
- x Other trucks traveling in the same direction at intersections, blindspots, or other dangerous locations shall not be passed.
- x The driver shall be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
- x Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- x The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
- x Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 9 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

- x Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- x No truck shall be operated with a leak in the fuel system until the leak has been corrected.
- x Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

Maintenance of
Powered
Industrial Trucks

- x Any poweroperated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- x Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
- x Trucks in need of repairs shall have the battery disconnected prior to such repair.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 10 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

each shift. Defects when found shall be immediately reported and corrected.

- x When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- x Industrial trucks shall be kept in a clean condition, free of lint, excess

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 34
Policies and Procedures	Page 11 of 12
Title FORK LIFT SAFETY	Effective Date 05/29/12

In Case of LPG Leaks or Tank Rupture

- x DO NOT start or move the PIT.
- x If fuel hose is leaking, Close valve immediately and
- x Place PIT "Out of Service" until repaired.
- x If tank ruptures, warn other, immediately leave the area (at least 50 feet) and notify Management. Do not re-enter the area until cleared by Management.

Powered

Industrial Truck

Pre-Use Checklist

A check of the following items (as applicable) is to be conducted by the operator prior to use each shift.

- x Lights
- x Horn
- x Brakes
- x Leaks
- x Warning Beacon
- x Backup Warning Alarm
- x Fire Extinguisher

These checks will be annotated on the book provided on the forklift. If any deficiencies are noted, the unit is to be placed ~~OUT OF SERVICE~~ until the problem has been corrected. Additionally, it is the operators responsibility to notify the immediate supervisor and fill out a maintenance request.