

ARKANSAS TECH UNIVERSITY
HEALTH & SAFETY POLICY

DATE: JULY 17, 2024

SUBJECT: POWERED INDUSTRIAL TRUCKS
FORKLIFT SAFETY PLAN

PURPOSE: To provide safe practices for the operation, maintenance, and inspection of forklifts.

SCOPE: This plan applies to all Arkansas Tech University employees trained to operate the equipment shall ensure they operate the equipment in compliance with safe work practices and standards, and are properly trained and certified.

RESPONSIBILITIES: It shall be the responsibility of the safety officer to establish, maintain, and update the program. Coordinate forklift training and re/certification for employees and maintain training documentation.

MANAGERS AND SUPERVISORS: Ensure employees in the department follow all rules and procedures pertaining to this plan. Do not allow anyone to operate the equipment without proper training.

EMPLOYEES: Do not operate the forklift without proper training and current certification. Perform pre-operation inspection of the forklift before operation, if there are any issues found in the inspection, report those findings immediately to your supervisor, motor pool, or safety officer and do not operate the equipment. Follow all rules and procedures pertaining to this plan and report all forklift incidents/accidents to your supervisor immediately.

TRAINING:

- Employees must satisfactorily complete training and certification before being authorized to operate forklifts.
- Employees who received forklift operator training through a prior employer must still complete initial training with Arkansas Tech University.
- Training will consist of a classroom portion as well as a hands-on equipment operation and practices. Upon successful completion of training, employees will be certified by the trainer.
- Training will be coordinated by the safety officer. A department can request training for an employee by contacting the safety office.
- The safety officer will maintain documentation of the sign-in sheets, equipment hands-on evaluation checklists, certificates of completion of training.
- Operators must be recertified once every three years.

OPERATION:

Pre-operation inspection

- Employees shall inspect the forklift prior to operating the forklift.
- Attention shall be given to proper functioning of the tires, horn, lights, controls, brakes, steering mechanism, hydraulic systems and hoses, and propane fuel and connections.
- Any safety defects shall be noted and immediately reported for repair. An out of service tag shall be placed on the steering wheel and not removed until the issue has been resolved.

Carrying loads

- Do not exceed the equipment's rated load capacity.

- Loads should be safely arranged, stable, and centered. Forks should be spread as wide apart as possible and locked in place.
- When carrying a load downgrade travel with the load trailing, and the load first when traveling upgrade. Tilt forks slightly upward.

Operating Procedures

- Only authorized and currently certified personnel may operate the forklift. Trainees may operate the forklift only under the direct supervision of a trainer, and where such operation does not endanger the trainee or other personnel.
- Before operating the forklift, inspect the forklift thoroughly.
- Equipment shall not be operated with a leak in the fuel system.
- Operator must wear seatbelt at all times.
- Passengers are not permitted.
- Horseplay on or around the forklift is not permitted.
- Do not allow anyone to stand or walk on/underneath the forks.
- Do not allow persons to ride as passengers on any component of the forklift, including the load.
- Do not elevate anyone with the forklift.
- Do not drive up to anyone standing in front of a fixed object such that the person could be caught between the equipment and object.
- Keep all parts of the body within the confines of the equipment.
- Operate the forklift with care and only for the intended purpose.
- Before starting or moving, look and be sure others are clear.
- Never operate the forklift without being in the driver's seat.
- When leaving the equipment unattended, fully lower the forks/load, engage parking brake, turn off engine, and turn off propane tank.
- When parking on an incline, the wheels must be chocked/blocked. Do not block walkway or emergency access area or door.

- Do not operate the equipment on floors or surfaces that will not safely support the weight of the equipment.

Traveling

- When traveling with or without a load, the forks shall be raised as high as necessary to clear the ground surface, but no higher than 6 inches from the ground.
- Follow all traffic regulations. Do not exceed the posted speed limit on campus and yield to pedestrians at all times.
- Look in the direction of travel and keep a clear view of the path of travel.
- Avoid running over loose objects.
- Maintain a safe distance from vehicles.
- Sound the horn when approaching workers, intersections, blind corners, and doorways.

Changing propane cylinder

- Propane cylinders shall only be handled and replaced by trained and authorized employees.
- Cylinders not in use shall be chained/secured and properly stored.