



**COMPANY
HEALTH & SAFETY
PROGRAM**

Issue: A
Date: 4/20/2009
Rev: 1
Date: 1/06/2011
Authorized:

Title: Forklift Operation

Section No: 17

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1.0 PURPOSE

The purpose of this section is to address the safe operation of powered industrial trucks (forklifts) in the PPP Plymouth, MI facilities, including:

1. Provide a safe working environment;
2. Govern operator use of powered industrial trucks;
3. Ensure proper care and maintenance of powered industrial trucks;
and
4. Be in compliance with MIOSHA GISS Part 21.

2.0 SCOPE

This section applies only to the use of forklifts at the PPP Plymouth, Michigan shop and warehouse facilities. Powered industrial truck use on jobsites is addressed in Section No. 10 of this program.

This section contains forklift operation procedures and requirements to be followed whenever our employees work with Class 5-Type LPS forklifts located at the Plymouth, MI facilities.

3.0 INDEX TO SECTION

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4.0 OVERVIEW

Forklift operating within the PPP Plymouth, MI facilities is not a full time job for any one person. Forklifts are used sporadically as needed by qualified operators for tasks such as truck loading/unloading of palletized material and warehousing of tools and equipment.

To help ensure that these tasks are safely accomplished:

1. The PPP safety director shall provide training and issue forklift operator permits to a sufficient number of employees so a trained and authorized forklift operator is available when needed.
2. The PPP shop superintendent and the tool manager shall be responsible for allowing only trained and authorized employees to operate forklifts.
3. The shop superintendent or the tool manager shall notify the safety director if there is a shortage of trained and authorized forklift operators, and provide candidates for training when necessary.

5.0 EMPLOYER RESPONSIBILITIES

The PPP safety director shall ensure that PPP is in compliance with the following MIOSHA General Industry Safety Standards:

1. Rule 2151 – Operator Selection.
2. Rule 2152 – Training.
3. Rule 2153 – Testing.
4. Rule 2154 – Permits.
5. Rule 2155 – Restriction of use.
6. Rule 2161 – Mechanical Condition and Maintenance.
7. Rule 2163 – Fuel.
8. Rule 2165 – Dockboards and Plates.



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6.0 EMPLOYEE RESPONSIBILITIES

Employee responsibilities are as follows:

1. The first operator of a forklift for the shift shall be instructed by his/her supervisor to perform a daily check of the equipment for any defects in the following:
 - a. Tire condition.
 - b. Head/Tail lights.
 - c. Warning lights.
 - d. Fluid levels.
 - e. Seat belts.
 - f. Forks.
 - g. LPG tank.
 - h. Mirrors.
 - i. Overhead guard.
 - j. Gauges.
 - k. Fluid leaks.
 - l. Horn.
 - m. Steering.
 - n. Service brake.
 - o. Parking brake.
 - p. Hydraulic controls.
 - q. Engine.
 - r. Mast.
2. An operator shall promptly report any defect on the forklift to his/her supervisor. Any defects that would affect the safe operation of the forklift shall be repaired before use.
3. An operator shall safeguard other employees at all times.



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4. An operator shall not drive a forklift up to anyone who is standing in front of a bench or other fixed objects.
5. An operator shall not allow anyone to stand or pass under elevated forks, whether loaded or empty.
6. An operator shall instruct delivery drivers as to where they must safely position themselves during loading/unloading operations. Instructions shall be given to drivers prior to starting the loading/unloading operation. Drivers shall remain out of forklift operating areas until loading/unloading operations are completed and they have been informed by the forklift operator that the area is safe.
7. The operator shall be the only person allowed to ride on a forklift.
8. An operator shall not put his/her arms or legs between the uprights of the mast or outside the running lines of a moving forklift.
9. When leaving a forklift unattended, an operator shall fully lower the forks flat to the floor, neutralize the controls, set the brakes and shut the engine off.
10. When being boarded by a forklift, a highway truck and trailer shall have their brakes set and not less than 2 rear wheels blocked, or the trailer shall be restrained from movement by other mechanical means.
11. The landing gear of all semi trailers shall be visually inspected immediately before the trailer is uncoupled from the trailer to assure its ability to support the imposed load.
12. A semi trailer less than 30 feet in length, when not coupled to a tractor and being loaded or unloaded with a forklift, shall be provided with a support capable of sustaining the load at the front.
13. The flooring of trucks and trailers shall be checked for breaks and weakness before they are driven onto.
14. Before moving or stacking, an operator shall survey the path of travel in order to avoid obstacles.



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15. A safe distance shall be maintained from the edge of the loading dock in the warehouse.
16. An operator shall report all accidents involving injury to any person, or damage to property, to their supervisor as soon as possible.
17. An operator shall slow down and sound the horn at locations where the operator's vision is obstructed by fixed objects.
18. An operator shall keep a clear view of the direction of travel, driving in reverse when necessary.
19. When ascending or descending a grade that exceeds the back-tilt of the mast, the load shall be facing up.
20. On all grades, unloaded forklifts shall be driven with the forks downgrade, tilted back and raised only as far as necessary to clear the floor or road surface.
21. In level areas an operator shall travel with the forks elevated only sufficiently to clear obstacles on the floor or roadway.
22. Starts, stops and turns shall be made in a manner that will prevent a load from shifting or overturning the forklift.
23. An operator shall not try to drive a forklift onto a trailer or truck at the warehouse loading dock without a proper bridgeplate secured in place.
24. A forklift operator shall avoid running over loose objects.
25. The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969), which is incorporated by reference as specified in Sec. 1910.6. 1910.178(f)(2)
26. The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58-1969), which is incorporated by reference as specified in Sec. 1910.6.



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27. PPP,s Health and Safety Program Section 15. Fire Protection and Prevention shall be referenced for additional information for safe refueling practices. [..\Section 15 Fire Protection and Prevention.doc](#)

7.0 TRAINING

Training that PPP employees must successfully complete before they can be issued a forklift operator permit consists of:

1. A program produced by J.J. Keller & Associates, Inc. entitled "Forklift Safety: An Operator Training Program". This training program is conducted by the PPP safety director and includes:
 - a. Preparation guide;
 - b. Instructor's guide;
 - c. Employee handbooks;
 - d. Video presentation;
 - e. Classroom discussion, including review of this section; and
 - f. Forklift safety quiz.
2. Practical training, conducted by the shop superintendent which includes:
 - a. Operating instructions;
 - b. Warnings and precautions;
 - c. Forklift controls and instrumentation;
 - d. Steering and maneuvering;
 - e. Potential hazards inherent to the operations of the fab shop and warehouse; and
 - f. Evaluation of operating ability, knowledge of the equipment and knowledge of daily checks.



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3. **Mandatory refresher training shall be provided:**
 - a **When unsafe operations are observed.**
 - b **After an accident.**
 - c **If operating a different vehicle type,**

An employee assigned to operate a forklift shall meet the minimum requirements of MIOSHA General Industry Safety Standards Rule 2151 and shall be retested not less than every 3 years.

REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
1	Revised to meet current standards	George Newton	Safety	1/6/2011
	Program reviewed and Revision History added		GMN	4/15/2014