

	POWERED INDUSTRIAL TRUCKS - FORKLIFTS	Doc No:	5101 - 5017
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<i>SAFETY OPERATING PROCEDURE (SOP)</i>		Page 1 of 8	
OPR:	Approval:	DEPARTMENT: RISK MANAGEMENT	
James Millsaps, Coordinator, Safety & Health	Kelly Bird, Director, Human Resources/Risk Management		

TABLE OF CONTENTS

PARAGRAPH	PAGE
1.0 PURPOSE	2
2.0 DEFINITIONS	2
3.0 RESPONSIBILITIES	2
4.0 SAFETY	3
5.0 ROAD TRAVEL	4
6.0 OPERATIONS	5
7.0 MAINTENANCE	6
8.0 TRAINING	6
9.0 RECORD KEEPING.....	7
10.0 ABBREVIATIONS.....	7
11.0 DOCUMENT HISTORY	8

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TITLE POWERED INDUSTRIAL TRUCKS - FORKLIFTS	SOP 5101 - 5017	DATE 19 Jun 2023
---	--------------------	---------------------

1.0 PURPOSE

- 1.1 To ensure that all operators are trained in the proper use and safe operation of forklifts.

2.0 DEFINITION

- 2.1 Powered Industrial Trucks also referred to as forklifts, are used to lift and move materials over short distances.

3.0 RESPONSIBILITIES

3.1 Safety Inspections

- 3.1.1 Inspections should be done prior to using an industrial truck, even if lift truck has already been used that day.
- 3.1.2 Any problems found after inspection should be reported to your manager or supervisor immediately.

3.2 Accident Reporting

- 3.2.1 All accidents no matter how small the damage is should be reported immediately to a manager or supervisor.

- 3.3 All operators must be certified and attend a forklift training class as prescribed in the training section below.

- 3.4 Only qualified and competent employees will be allowed to operate forklifts.

- 3.5 All operators must become familiar with the local facility regulations and safety features of the equipment prior to operation.

3.6 Inspection

- 3.7 Forklifts shall be inspected prior to use, at the beginning of your shift or at the time a forklift is needed to be used. Any defects will be reported to the supervisor.

- 3.8 If any conditions exist with the powered lift truck that is unsafe, the forklift shall be taken out of service and taken for repairs.

TITLE	SOP	DATE
POWERED INDUSTRIAL TRUCKS - FORKLIFTS	5101 - 5017	19 Jun 2023

4.0 SAFETY

- 4.1 Seat belts are to be worn at all times.
- 4.2 Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- 4.3 No person shall be allowed to stand or pass under the elevated forks of any forklift, whether loaded or empty.
- 4.4 Persons riding on the forklift, other than the driver, is strictly prohibited.
- 4.5 Employees shall not place arms or legs between the uprights of the mast or outside the cab of the forklift.
- 4.6 Employees shall abide by the following when leaving the forklift unattended and/or parked:
 - 4.6.1 The load shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be chocked if the truck is parked on an incline.
 - 4.6.2 The forklift driver is not permitted to exit the vehicle unless it's turned off, the load is fully lowered to the ground and the brakes are set.
 - 4.6.3 A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Forklifts shall not be used for opening or closing freight doors.
 - 4.6.4 Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. The flooring of trucks, trailers, and railroad cars shall be inspected for structural integrity before they are driven onto.
 - 4.6.5 Forklifts drivers shall be mindful of their surroundings, especially when lifting loads, to ensure the fork mast or load has sufficient headroom so not as to strike or damage overhead roof supports, lights, pipes, sprinkler system, etc.
 - 4.6.6 The cage over the forklift driver is intended to offer protection from the impact of small objects and not designed to protect the driver from extremely heavy or large loads. The view through the overhead cage shall not to be blocked in any way as to prevent driver/operator visibility (such as plywood or cardboard) even in inclement weather.

TITLE	SOP	DATE
POWERED INDUSTRIAL TRUCKS - FORKLIFTS	5101 - 5017	19 Jun 2023

- 4.6.7 Only approved and serviceable forklifts shall be used in hazardous locations.
- 4.6.8 Forklifts shall not be parked as to block fire aisles, access to stairways, or fire equipment. These areas shall be kept clear at all times.
- 4.6.9 Driver shall slow down and sound the horn at aisle intersections or other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel in reverse with the load trailing.
- 4.6.10 Stunt driving and horseplay shall not be permitted and may result in disciplinary action up to and including termination.
- 4.6.11 Slow down for wet and slippery floors.
- 4.6.12 Open flames shall not be used as a light source for inspecting forklifts.

4.7 Tip-Overs

- 4.7.1 In the event a tip-over occurs, the operator shall:
 - 4.7.1.1 Always wear a seatbelt while operating a forklift.
 - 4.7.1.2 Grip the steering wheel keeping your arms close to your body and brace your feet.
 - 4.7.1.3 Remain in seat until the forklift has settled, **DO NOT** attempt to jump out of the forklift (serious injury or even death may occur from being crushed by the forklift, the load or both).

5.0 ROAD TRAVEL

- 5.1 In instances where a forklift may have to be driven on the main road, all traffic regulations shall be observed, including speed limits. A safe distance shall be maintained approximately three vehicle lengths from the vehicle ahead.
- 5.2 The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergency situations.

TITLE	SOP	DATE
POWERED INDUSTRIAL TRUCKS - FORKLIFTS	5101 - 5017	19 Jun 2023

- 5.3 Passing other vehicles traveling in the same direction at intersections, blind spots, or other dangerous locations strictly prohibited.
- 5.4 Railroad tracks shall be crossed diagonally whenever possible. Forklifts shall be parked a minimum of 15 ft from railroad tracks.
- 5.5 The driver/operator shall look in the direction of, and keep a clear view of the path of travel.
- 5.6 Steep grades or slopes shall be ascended or descended slowly.
- 5.7 On all grades the load and shall be tilted back and raised only as far as necessary to clear the road surface.
- 5.8 Dock board or bridge plates shall be properly secured before they are driven over and shall be driven over carefully and slowly and their rated capacity shall not be exceeded.
- 5.9 Loading/Unloading
 - 5.9.1 Loads shall be stable, safely arranged and properly secured before being lifted or transported.
 - 5.9.2 Do not exceed the forklift maximum rated capacity when lifting or transporting loads.
 - 5.9.3 Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaged while elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

6.0 OPERATION

- 6.1 If at any time a forklift is found to need repair or is defective, in any way, the truck shall be taken out of service until it has been restored to safe operating condition.
- 6.2 Fuel tanks shall not be filled while the engine is running.
- 6.3 Spillage or leaks of oil or fuel shall be cleaned up immediately.
- 6.4 Forklifts shall not be operated with a known fuel leak of any kind.

TITLE	SOP	DATE
POWERED INDUSTRIAL TRUCKS - FORKLIFTS	5101 - 5017	19 Jun 2023

7.0 MAINTENANCE

- 7.1 All repairs shall be made only by trained, competent, and authorized personnel.
- 7.2 Forklifts in need of repairs to fuel or electrical system shall have the battery disconnected prior to starting such repairs.
- 7.3 Forklifts shall not be modified or altered from the manufacturers designed unless authorized by said manufacturer. Additional counter weighting of fork trucks shall not be done unless approved by the manufacturer.
- 7.4 Forklifts shall be inspected before being placed in back into service after maintenance has been performed and shall not be placed back in service if the inspection shows any condition adversely affecting the safety of the vehicle.
- 7.5 Water mufflers shall be filled daily or as frequently as is necessary to prevent depletion of the supply of water below 75 % of the filled capacity. Vehicles with mufflers having screens or other parts that may become clogged shall not be operated while such screens or parts are clogged. Any vehicle that emits hazardous sparks or flames from the exhaust system shall immediately be removed from service, and not returned to service until the cause for the emission of such sparks and flames has been eliminated.
- 7.6 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.
- 7.7 Forklifts shall be kept in a clean condition, free of dirt, oil, and grease.
- 7.8 Forklifts originally designed to run using gasoline may be converted to LPG such as Propane provided it meets the standards for LPG forklifts when completed. Such conversion shall only be completed when reviewed and approved by Directors/Managers.

8.0 TRAINING

- 8.1 Employees will be properly trained, demonstrate proficiency and competency before being allowed to operate a forklift. All safety standards and regulations shall be followed at all times.
- 8.2 Training shall be conducted in 2 methods: 1) by reputable training instructor or 2) employees sent out and trained as instructors.

TITLE POWERED INDUSTRIAL TRUCKS - FORKLIFTS	SOP 5101 - 5017	DATE 19 Jun 2023
---	--------------------	---------------------

- 8.3 If neither of these two alternatives is possible, notify the Okaloosa County Safety Coordinator for assistance.
- 8.4 Managers and Supervisors shall ensure that employees have been properly trained and are competent before being allowed to operate forklifts.
- 8.5 Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

8.6 Refresher Training

8.6.1 Forklift Operators shall be required to attend refresher training when:

- 8.6.1.1 The employee has been observed to operating a forklift in an unsafe manner.
- 8.6.1.2 The operator has been involved in an accident or near-miss incident.
- 8.6.1.3 The operator is assigned to drive a different type of forklift or a condition in the workplace changes in a manner that could affect safe operation, or an authorized modification of the forklift.

9.0 RECORD KEEPING

- 9.1 Training records shall be maintained at the department in which the employee is working and a copy of the training certificate will be sent to Human Resources for their permanent file.

10.0 ABBREVIATIONS

ABBREVIATION	DESCRIPTION
ft	Feet
LPG	Liquefied Petroleum Gas
%	Percent

TITLE POWERED INDUSTRIAL TRUCKS - FORKLIFTS	SOP 5101 - 5017	DATE 19 Jun 2023
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