

# **Jay Industries, Inc.**

## **Powered Industrial Trucks (Forklifts)**

### **Written Program and Procedures**

Revised 6/20/22

## ***PURPOSE***

To describe the procedures and responsibilities regarding the safe operation and use of forklifts and to assure the safety of all employees who work on or near forklift equipment.

## ***RESPONSIBILITY***

All trained forklift operators are charged with the responsibility for full compliance with this procedure, in compliance with OSHA 1910.178, regarding the operation of forklifts. A copy may be obtained through the EHS Office.

## ***OPERATOR TRAINING and QUALIFICATIONS***

1. Each potential operator of a forklift must be capable of performing the duties that are required of the job.
2. Every potential operator must receive training, testing and evaluation of their ability to fulfill the operator qualifications completely and safely.
3. Only trained and authorized operators shall be permitted to operate forklifts. Written and video training is available on the internal website, with the practical evaluation to be completed by a supervisor within each plant. Any employee whose job description specifies operating forklifts must be trained and certified.
4. Initial forklift training for new and experienced operators consists of a combination of classroom instruction (lecture, policy review, discussion, and/or video) and practical training (demonstrations and practical exercises by the trainee while being observed and evaluated by the trainer).
5. Forklift operators will be evaluated on operational skills, policy and safety before operating a forklift on the job AND every three years from the date of initial training.
6. Operators found not operating in an acceptable manner or involved in an accident will be retrained and reevaluated within 10 days. If the operator is judged to NOT be operating the forklift in accordance to the Jay Industries, Inc. Policy, the operator will be relieved of his/her operating privileges.

## ***FORKLIFT OPERATION***

1. LP gas Powered Industrial Trucks are used throughout Jay Industries. There is one stand-on electric lift in Ecoat. Warehouse conditions may pose a potential exposure risk to carbon monoxide (CO). All precautions must be taken to minimize carbon monoxide levels. Carbon monoxide shall not exceed levels specified in OSHA Regulation 1910.1000. In order to reduce emissions, forklifts shall not be left unattended with the engine running or left idling when not in use.
2. The storage and handling of LP Gas shall be in accordance with NFPA No. 58-1969 regulation. The storage area shall be located outside and under no circumstances shall LP Gas cylinders full or empty be stored inside the facility or be stored outside of a rack. Electric forklifts shall be operated in accordance with manufacturer's specified guidelines. Open flames shall not be used for checking electrolyte level in batteries or gasoline levels in fuel tanks. An explosion may occur.
3. Operators shall not use phones, headphones or play music while operating a forklift. Company two-way radios, scanners, and phones may be used only when the forklift is stopped.
4. Operators are required to wear safety toe shoes and safety glasses when operating forklifts.

5. Forklifts shall not be driven up to anyone standing in front of a bench, wall, material or other fixed object.
6. No person shall be allowed to stand on or pass under the elevated portion of any forklift, whether loaded or empty. No one except the operator is permitted to ride on forklifts.
7. Operators shall not place head, arms or legs between the uprights of the mast at any time or outside the running lines of the forklift while in operation.
8. (a) When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the forklift is parked on an incline. A forklift is unattended when the operator is 25 feet or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.  
  
(b) When the operator of a forklift is dismounted and within 25 feet of the vehicle and it is within their view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
9. Exits, fire aisles, access to stairways, fire and emergency equipment shall be kept clear at all times. The operator shall insure that there is sufficient headroom under overhead installations, lights, pipes sprinkler systems, etc.
10. No welding shall be performed from, near, or on forklifts unless precautions have been taken to prevent fire from sparks reaching the forklift hydraulics, engine compartment or fuel supply. See Hot Work Policy and Permit.
11. Forklift operators shall not lift or raise anyone standing on the forks of a forklift. Forklift cages that meet OSHA requirement are to be used when raising employees. Instructions are posted on all cages and shall be observed at all times.
12. Operators are required to report to their supervisor any damage resulting from their operation or that they observe to forklifts, the facility, equipment or machinery, truck, trailers and also incidents, close calls, or accidents causing injury or damage to property.
13. Operators involved in incidents, close calls or accidents that cause injuries or property damage will be required to take a drug/alcohol test immediately after the event, and must pass the test before being authorized to operate again.
14. The operator shall not eat or drink while operating a forklift.
15. Operators shall use seat belts.

### ***Docks, Trucks and Trailers***

1. A safe distance shall be maintained from the edge of docks, ramps or platforms or while on any elevated surface.
2. Brakes shall be set and wheel chocks shall be in place to prevent movement to trucks and trailers while loading or unloading.
3. Forklift operators loading or unloading trucks or trailers are responsible for the dock log. Truck drivers are to sign in and out and forklift drivers are required to check to assure wheel chocks are in place.

4. Dockboards and bridgeplates shall be properly secured before they are driven over and shall be driven over carefully and slowly. Do not exceed their rated weight capacity.
5. All Trucks and Trailers shall be inspected before loading or unloading, checking for:
  - Loose plywood on side walls or end, scuff plate is in place, holes or separation between the floor and side walls.
  - Post and steel construction – one or more posts that are missing or damaged.
  - Floors – check for holes, weak spots and weather damage.
  - Roof bows – two or more roof bows are damaged or missing.
6. Trucks and trailers found to be unsafe shall be reported to your supervisor and rejected.
7. The operator must be aware of the difference between the dock floor and the height of the truck or trailer opening.
8. Box trucks and domestic container trailers shall not be entered with forklifts with the lifting capacity greater than 5000 pounds.
9. Standard duty highway trailers shall not be entered with forklifts with the lifting capacity greater than 8000 pounds.

### ***Travelling***

1. Forklift operators are required to properly use seat belts on forklifts. Seat belts shall be free of knots and frays and be kept in working order. It is not permissible to buckle the seat belt behind the operator's back.
2. A safe distance shall be maintained approximately three forklift lengths from the forklift ahead, and the forklift shall be kept under control at all times.
3. Other forklifts traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
4. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed and areas with high pedestrian traffic. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
5. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
6. Grades shall be ascended or descended at a **SLOW** speed.
7. 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.
8. Under all traveling conditions the forklift shall be operated at a safe speed that will permit it and the load to be brought to a stop in a safe manner. **Safe operating speed is the speed of a fast walk or about 3-5 MPH. Lift and tilt speeds are controlled by engine RPMs.**
9. Stunt driving and horseplay shall not be permitted.
10. The driver shall be required to slow down for wet and slippery floors, or rain or ice on pavement surfaces.

11. Running over loose objects on the roadway surface shall be avoided.
12. While negotiating turns, speed shall be reduced to a safe level. Sharp turns and pivots shall only be negotiated at a **SLOW** speed. Failure to do so may result in a forklift tip-over which may cause serious injury or death to the operator.
13. **Forklift operators shall travel with the forks as close to the floor as possible without dragging on the floor and the forks shall NOT be raised or lowered while the forklift is in motion.**
14. **Pedestrians have the right of way.**

### ***Loading***

1. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads or loads that cannot be centered.
2. Only loads within the rated capacity of the forklift shall be handled.
3. Long or high (including multiple-tiered) loads which may affect capacity shall be adjusted.
4. The load engaging means (forks) shall be placed under the load as far as possible and the mast shall be carefully tilted backward to stabilize the load.
5. Extreme care shall be used when tilting the load forward or backward, particularly with high tiers or stacks. Tilting forward with forks 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, only enough backward tilt to stabilize the load shall be used.
6. When handling 55 gallon drums of paint, solvents, or chemicals, they shall be lifted with barrel slings only and placed on a pallet for transporting. Drums shall not be lifted on the forks or under the rim of the drum.
7. Forklifts shall not be used to shake down parts in baskets, crates or tubs to create more room. This maneuver creates excessive wear and tear on bearings, hoses, chains, seals, and cylinders and leads to expensive repairs.
8. FIFO is the manufacturing principle of First In, First Out, meaning that items with the oldest date will be used first. For the driver, this means to use FIFO when pulling containers for loading, or materials for use. Pull the oldest first, then next oldest, and so on.

### ***Maintenance***

1. If a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been restored to a safe operating condition. All repairs shall be made by authorized personnel.
2. No forklift shall be operated with a leak in the fuel system. Those repairs to the fuel and ignition systems on forklifts which involve fire hazards shall be conducted only in locations designated for such repairs.
3. All parts of any such forklift requiring replacement shall be replaced only by parts equivalent as to those used in the original design.

4. The forklift operator is responsible for the safety inspection of the forklift prior at the start of their shift and periodically during the work shift. Forklifts shall be examined before being placed in service and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examinations shall be made at least daily, and where forklifts are used on an around-the-clock basis, they shall be examined before each shift.
5. The Forklift Operator is responsible for completing the **Forklift Daily Checklist**, which is kept in Plex. The checklist shall be completed daily by the operator. Any defect noted sends an immediate electronic notification to the Maintenance Department so corrections can be made. The checklist is an OSHA requirement and shall not be falsified in any way. It is subject to supervisory audit at any time.
6. When the temperature of any part of any forklift is found to be in excess of normal operation 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. Forklifts shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning forklifts. Low flash point (below 100°F) solvents shall not be used. High flash point (at or above 100°F) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be consistent with agents or solvents used.
8. The user shall see that all nameplates and marking are in place and are maintained in a legible condition.

## **Changing LP (liquid propane) tanks**

### ***Procedures***

1. Wearing gloves and safety glasses turn off the fuel supply valve and remove fuel line from tank.
2. Take empty tank to outside storage rack and retrieve full tank.
3. Replace full tank and while wearing gloves and safety glasses check to assure the fuel supply valve is in the off position and reattach fuel line and turn on the fuel supply valve.
4. **All LP tanks not in use must be stored in the outside storage rack.**

**Failure to comply with this policy may result in loss of Operator Certification and/or disciplinary action up to and including termination of employment.**

Appendix I – Dock Log/ Truck driver sign in sheets.

Appendix II – Daily safety check sheet

## Revision Log

Reviewed/Revised	Ken Bauer	06/09/04
Reviewed & Revised, added Appendices	Allen Wheeler	06/04/08
Reviewed & Updated	Allen Wheeler	06/15/09
Reviewed & Updated	Allen Wheeler	05/07/10
Reviewed & Updated	Allen Wheeler	07/02/11
Reviewed & Updated	Ralph Hall	04/30/15
Reviewed & Updated	Marijan Grogova	05/24/16
Reviewed & Updated, remove CNG	Marijan Grogova	04/25/17
Reviewed & Updated, added FIFO	Marijan Grogova	05/28/19
Reviewed & Updated, made changes to the fueling, face shield, HAD, electric	Marijan Grogova	06/20/22

OSHA Regulation 1910.178, Safe Operation, Training, Refresher Training, Evaluation  
Ohio Administration Code 4121:1-5-13

American National Standard Institute (ANSI) for Powered Industrial Trucks, Part II, B56.1-1969  
NFPA 505 Chapter 9, Article 9.1.3.8 Transfer of CNG or CGH fuel supply.

Manufacturer Specifications and Recommendations







