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# UNCG Forklift Operations Program

The University of North Carolina at Greensboro



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I. Introduction

It is the responsibility of The University of North Carolina at Greensboro to protect employees, students, and any other individuals from hazards associated with forklift operations, to train and evaluate the performance of operators, and to comply with all regulatory requirements for the safe operation such equipment.

II. Scope

This policy applies to all University of North Carolina at Greensboro employees regardless of status or type of employment. It may also be used as minimum guidelines for contractors and/or vendors utilizing forklifts on the University's campus.

III. Roles and Responsibilities

**Department of Environmental Health and Safety**

The Department of Environmental Health and Safety ensures that a written program is in place for the safe operation of forklifts. The program is reviewed periodically to ensure compliance with this program. The Department of Environmental Health and Safety is responsible for coordinating training for applicable employees on forklift safety and ensuring the training documentation is maintained.

**Manager/Supervisor**

The manager/supervisor ensures that only authorized and trained employees operate forklifts, and that operators comply with the procedures in this program. The manager/supervisor ensures that designated employees successfully complete the qualification procedures outlined in this program prior to operating any equipment.

**Employees**

Employees who operate forklifts are responsible for complying with this program. Staff are also responsible for reporting equipment defects and discontinuing forklift operations when unsafe conditions exist.

IV. Training

Only trained and authorized operators shall be permitted to operate a powered industrial truck. Employees will be trained in accordance with the following guidelines:

1. The Department of Environmental Health & Safety will have the authority to provide training on the operation of powered industrial trucks.

2. No one shall operate a powered industrial truck/ forklift unless they have received training in accordance with this policy.
3. Employees must receive training specific to each make and model of forklift they will operate
4. Any employee who refuses such training will not be permitted to operate a forklift.

**Initial Training:**

Initial training establishes proficiency through both classroom and hands-on activities, including a skills test performed on the specific forklift that the employee intends to operate. The hands-on skills test must be completed for each make and model of forklift that the individual will operate.

**Retraining:**

Retraining shall reestablish proficiency and introduce new or revised control methods

1. There shall be retraining with any change in job assignments, change in machines, equipment or process that presents a new hazard or a change in procedures
2. Retrain when inspection reveals a need or whenever the employer sees a need
3. Retraining shall be completed every three (3) years

V. Operator Requirements

a. General

Operators shall:

- i. Obey all traffic regulations at all times.
- ii. Operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back.
- iii. Not raise or lower loads while moving.
- iv. Not carry anything on the overhead guard.
- v. Not allow others to ride on the forklift
- vi. Not use a forklift as an aerial lift unless it is fitted with an approved attachment for that purpose.
- vii. Yield right of way to pedestrians, emergency vehicles and avoid pedestrian lanes and sidewalks.
- viii. Drive cautiously on uneven or slippery surfaces.
- ix. Not exceed 15mph.
- x. Ensure the load is pointed uphill where the gradient is greater than 10 percent.

b. Pre-Operations Inspections

A pre-operation inspection of forklifts is required to be conducted prior to any operation. An inspection form is located in Appendix A of this document. The equipment shall not be placed in service if the inspection shows any condition that adversely affects the safety of the vehicle. During this inspection an operator shall:

- i. Verify that all brakes, controls, gauges, lights, seat belts and routine operational features are in proper working order.
- ii. Check for leaks and perform necessary operator maintenance before starting vehicle.
- iii. Immediately tag and remove the truck from service any time it is found to be in need of repair, defective or in any way unsafe, until it has been restored to safe operating condition by qualified individuals.

c. Loading/Unloading

Operators shall:

- i. Ensure load is within the trucks rated capacity.
- ii. Place load squarely on forks until load touches carriage.
- iii. Ensure load is stable and centered on forks and stack or tie loose or uneven loads.
- iv. Secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.
- v. Tilt the mast back to lift load.
- vi. Proceed straight into trailers or rail cars to load/unload.
- vii. Ensure if loading/unloading onto trucks that the wheels are chocked, brakes are engaged and loading platform is positioned properly.
- viii. Ensure if loading/unloading onto or from racks the proper safe weight or height-to-load ratio is maintained.
- ix. Ensure if loading/unloading onto or from stacked materials the proper safe weight or height-to-load ratio is maintained.

d. Parking

Operators shall:

- i. Select flat parking surfaces, away from traffic where the vehicle does not block, doors, pedestrian routes, aisles, exits, etc.
- ii. Not leave a truck unattended or be more than 25 feet from the vehicle without: Fully lowering load-engaging means, neutralizing controls, shutting off power, setting the brakes and removing the keys as well as blocking the wheels if parked on an incline.
- iii. Tilt forks forward so for tips are in contact with ground.

e. Refueling/Recharging

- i. Smoking, open flames or spark producing activities are prohibited in designated refueling or battery charging areas.
- ii. Forklifts shall be parked with the engine off, forks lowered and parking brake engaged prior to refueling or battery charging.
- iii. Propane tank refilling and replacement shall only be performed outside.
- iv. Gas tank regulators shall be closed with the engine running to burn fuel in the lines prior to disconnecting and replacing tanks.
- v. Battery charging or replacement shall not be performed in locations that obstruct access to exits.

Appendix A

Forklift Pre-Operations Inspection Checklist

## FORKLIFT INSPECTION FORM

| Engine Off Checks   | OK*<br>(Y or N) | Details |
|---|-----------------|---------|
| Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant                       |                 |         |
| Tires – Condition and Pressure  |                 |         |
| Forks – Check Condition   |                 |         |
| Mast – Check for Broken Welds or Other Damage                                     |                 |         |
| Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually                   |                 |         |
| Overhead Guard – Check for Broken Welds, Missing Bolts or Damaged Areas           |                 |         |
| All Engine Belts – Check Visually   |                 |         |
| Check Fluid Levels – Hydraulic, Transmission, Etc.                                |                 |         |
| Engine Oil Level – Dipstick   |                 |         |
| Operator's Manual – In Container  |                 |         |
| Nameplate – Attached and Information Matches Model, Serial Number and Attachments |                 |         |
| Seat Belt – In Good Condition and Functioning Smoothly                            |                 |         |
| Any Other Obvious Damage  |                 |         |
| Engine On Checks – Unusual Noises Must Be Investigated Immediately                | OK*<br>(Y or N) | Details |
| Accelerator Pedal – Functioning Smoothly  |                 |         |
| Brake Pedal – Functioning Smoothly  |                 |         |
| Parking Brake – Functioning Smoothly  |                 |         |
| Steering Operation – Functioning Smoothly   |                 |         |
| Drive Control – Forward/Reverse – Functioning Smoothly                            |                 |         |
| Tilt Control – Forward and Back – Functioning Smoothly                            |                 |         |
| Mast Control – Up and Down – Functioning Smoothly                                 |                 |         |
| Horn and Lights – Functioning   |                 |         |

NAME: \_\_\_\_\_ DATE / TIME: \_\_\_\_\_

\*If any damage or defect is found during an inspection the lift shall be tagged and removed from service until problem is fixed by a qualified individual.