



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 60.19: Forklift Safety Program**

**DATE:** January 12, 2022

**PURPOSE:** The purpose of the Forklift Safety Program is twofold: to identify all the forklifts being operated on the campus, and to train each employee required to operate a forklift. The training will cover the safe operation and inspection of the forklift. The Forklift Safety Program will be administered by Environmental Health & Safety in accordance with OSHA standards.

**REVIEW:** This OP will be reviewed in September of every fourth year by the Assistant Vice President for Environmental Health & Safety (EH&S) with substantive revisions forwarded through the Associate Vice President for Research to the Vice President for Research & Innovation. This OP will be reviewed again in 2025.

#### **POLICY/PROCEDURE**

##### **1. Responsibilities**

a. Department heads, directors, and administrators will:

- (1) Ensure that all provisions of the Forklift Safety Program, as it pertains to each area, are followed;
- (2) Provide funds to perform regular scheduled maintenance on their forklifts; and
- (3) Retain a copy of the employee's forklift "Certificate of Completion of Training" in the employee's personnel file.

b. Supervisors will:

- (1) Ensure that employees operate forklifts safely;
- (2) Ensure that employees are scheduled for initial training and remedial training as needed;
- (3) Ensure that employees are competent to operate a powered industrial truck, as demonstrated by successful completion of a training program;
- (4) Report all near misses and accidents to EH&S so additional training can be administered;
- (5) Ensure that employees operate only forklifts on which they have been trained;
- (6) Ensure that employees are scheduled for refresher training on a three-year cycle; and

- (7) Ensure that new employees or reassigned employees get lift truck training before operating equipment.
- c. Employees will:
- (1) Inspect forklifts daily before use;
  - (2) Report any deficiencies found during daily inspections to their supervisor;
  - (3) Not operate a forklift that is in need of repairs;
  - (4) Not operate a forklift on which they have not been trained;
  - (5) Operate forklifts safely to prevent injury or damage; and
  - (6) Report any unsafe acts they may observe to their supervisor.
- d. Environmental Health & Safety will:
- (1) Train all employees required to operate a forklift;
  - (2) Maintain a record of all employees trained and on which lifts they are trained;
  - (3) Perform refresher training on a three-year cycle;
  - (4) Determine the extent of the refresher training to prevent duplication of training to operators; and
  - (5) Investigate all accidents/incidents and recommend corrective actions to ensure safety of employees operating this equipment.