OP 60.19: Forklift Safety Program

DATE: November 21, 2012

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 and Safety in accordance with OSHA standards.

REVIEW: This OP will be reviewed in September of every fourth year by the managing director of Environmental Health and Safety (EH&S) with substantive revisions forwarded through the associate vice president for research to the vice president research. This OP will be reviewed again in 2016.

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 and 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.