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 deficiences 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.