

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: FORKLIFT OPERATION

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DISTRIBUTION:

Fleet Management

PURPOSE:

To establish procedures for the safe operation of any forklift used by Fleet Management employees.

PROCEDURE:

Forklifts are used daily for moving materials, lifting heavy equipment components, and for handling trailers and light equipment. A forklift can be an extremely useful and beneficial piece of equipment to Fleet Management operations if used properly. If used improperly or in an unsafe manner, our operation and our personnel could be jeopardized. The following operational procedures and safety rules have been established to prevent damage to the forklift and to other equipment and materials, and to prevent injury to our employees. All Fleet Management personnel shall follow these rules when operating the forklift or when working around forklift operations.

- 1) Fleet Management shall provide each employee with proper training before the employee is allowed to operate a forklift. Training consists of a formal course, written test and driving test.**

- 2) Before daily operation, the initial forklift operator shall inspect for the following:**
 - a. Proper fluid levels;**
 - b. Fluid leaks;**
 - c. Proper tire pressure and tire condition.**
 - d. Chaffed, cracked, or leaking hydraulic lines;**
 - e. Leaking hydraulic cylinders;**

 - f. Cracks, bends, or excessive wear in the hydraulic cylinder connecting pins and yokes, or cracks, bends, or excessive wear in the forks, slides, or lifting structure.**
 - g. Excessively worn or damaged chains and rollers on the lifting structure, with special attention to cracks or signs of stress around the chain attaching points.**

If problems are found, clearance to operate the forklift must be obtained from the Shop Superintendent before operating the forklift.

- 3) **Observe all warnings, cautions, and limitations posted on the decals and data plates affixed to the forklift.**
- 4) **The forklift operator shall wear the provided seat belt at all times when the forklift is in operation. The forklift used by Fleet Management is equipped with a Roll-Over Protective Structure, which protects the operator in case the machine rolls over. This protection is provided only if the operator is restrained in his seat by the seat belt.**
- 5) **No passengers are permitted to ride with the operator, or any place on the forklift structure while the machine is in operation.**
- 6) **No person shall be lifted or transported using the forks or lifting mechanism of a forklift.**
- 7) **No person shall ride on a load being lifted or transported by a forklift.**
- 8) **No person shall walk or put any part of his body under the elevated portion of a forklift, whether loaded or unloaded. If a person should get under an elevated portion, the operator will bring all forklift operations to an immediate halt until the person is clear.**
- 9) **No person shall be positioned immediately in front or rear of a load being loaded by a forklift.**
- 10) **The forklift operator shall ensure all personnel are at a safe distance before lifting, lowering, or moving a load.**
- 11) **The forklift operator shall keep a suspended load under his immediate control. If the operator must dismount from a loaded forklift, the load shall be fully lowered to the ground, the controls neutralized, the power shut off, and the parking brakes set.**
- 12) **Position loads as far to the rear of the forks as practicable and tilt loads slightly to the rear for stability. Separate forks laterally to permit the best stability for the load being carried. Avoid loads that cannot be centered.**
- 13) **Handle only those loads that are within the rated capacity of the forklift. The rated capacity is found on the data plate in view of the operator.**
- 14) **Do not transport unstable loads.**
- 15) **Ascend/descend grades slowly with the load always upgrade.**

- 16.) **Avoid running over loose objects, potholes, or rough terrain when carrying a load.**
- 17) **Operate the forklift at a speed that will permit an immediate stop in a safe manner. Make all turns using a smooth, even rate.**
- 18) **Carry loads as close to the ground as possible, ideally 6-8 inches. When a load is to be stored in an elevated location, stop the forklift with the forks approximately 12 inches laterally from the storage location, raise the load to the correct level, then very slowly move the load forward until properly positioned and secure.**
- 19) **Always maintain a clear view in the direction of travel. If the load being carried obstructs forward view, then the operator shall be required to travel with the load trailing.**
- 20) **Attachments on the forklift should not be used unless authorized by the Shop Superintendent.**
- 21) **When parking a forklift, place the forks flat on the ground.**
- 22) **Always place the forks flat on the ground while refueling the forklift in order to provide a good ground for the machine.**

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