

# Forklift Safety Program

Texas Christian University

Supervisors are responsible for the following:

1. Implementing the Powered Industrial Truck Safety Program in their area.
2. Making sure their powered industrial truck operators have received the required training.
3. Allowing only employees who possess a valid Texas driver's license to operate a powered industrial truck, or be trained in powered industrial truck operations.
4. Maintaining all required documentation within the department, including training records, operator certifications and pre-operational checklists.
5. Assuring that their powered industrial truck operators follow all policies and procedures related to the safe operation of powered industrial trucks, and immediately taking corrective action in the event that an employee violates the established safe operating procedures.

The supervisor shall certify that each operator has been trained and evaluated as required by paragraph (l) of 29 CFR 1910.178. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

## Safety Requirements

The following safety requirements apply to all personnel who operate powered industrial trucks on the campus of the Texas Christian University (TCU):

1. Powered Industrial Truck operators must have received all required training and certification before using a powered industrial truck.
2. A pre-operational checklist must be completed (by the operator) before operating a powered industrial truck. The checklists must be retained in the department as part of documentation requirements.
3. Powered industrial truck operators are responsible for following all policies and procedures related to the safe operation of powered industrial trucks.
4. Operators are responsible for reporting all incidents and unsafe conditions to their supervisor.

## Powered Industrial Truck Operator Safety Training

Powered industrial truck operator training must include emphasis in each of three areas:

**(1.) Truck related topics:** the characteristics, operation and limitations of the vehicle that the trainee will be authorized to operate;

- (A) All operating instructions, warnings and precautions for the types of truck the operator will be authorized to operate;
- (B) Controls and instrumentation: location, what they do and how they work;
- (C) Power plant operations and maintenance;
- (D) Steering and maneuvering;
- (E) Visibility (including restrictions due to loading);
- (F) Fork and attachment adaption, operation and limitations of utilization.
- (G) Vehicle capacity;
- (H) Vehicle stability;

- (I) Vehicle inspection and maintenance;
- (J) Refueling or charging/recharging the batteries;
- (K) Operating limitations; and
- (L) Any other operating instruction, warning or precaution listed in the operator's manual for the type of vehicle which the employee is being trained to operate.

**(2.) Workplace related topics:** the hazards due to the characteristics of the workplace in which these vehicles will operate;

- (A) Surface conditions where the vehicle will be operating;
- (B) Composition of probable loads and load stability;
- (C) Load manipulation, stacking and unstacking;
- (D) Pedestrian traffic;
- (E) Narrow aisles and other restricted places of operation;
- (F) Operating in hazardous locations;
- (G) Operating the truck on ramps and other sloped surfaces that could affect the stability of the vehicle;
- (H) Other unique and potentially hazardous environmental conditions that exist or may exist in the workplace; and
- (I) Operating the vehicle in closed environments and other areas where insufficient ventilation could cause a buildup of carbon monoxide or diesel exhaust.

**(3.) The requirements of training as specified in OSHA 29 CFR 1910.178:**

The Occupational Safety and Health Administration requires that all powered industrial truck operators receive initial training, as well as refresher training/evaluation. Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator has received an evaluation that reveals that the operator is not operating the truck safely;
- The operator is assigned to drive a different type of truck; or
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

The training (initial and refresher) must be given by a qualified designated person who has the requisite knowledge, training and experience to train powered industrial truck drivers. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years.

### **Record keeping**

The supervisor in charge of each area where a powered industrial truck is used will maintain the certification of training records and pre-operational checklists for each employee who is authorized to operate a powered industrial truck within the supervisor's designated area. Training certification includes the name of the trainee, the date of training, and the signature of the person performing the training and evaluation. The supervisor shall maintain copies of training certifications, the current training materials and course outline, and the name and address of the person who conducted the training if it was done by an outside trainer. These records will be made available for inspection by the TCU Safety department, if requested.