

Revision Number _____
Revision Date _____

Policy Number _____

BACHMAN MACHINE COMPANY CORPORATE POLICY

Effective _____ Supersedes Policy No. _____ Date: _____
Date

SUBJECT: SAFE OPERATION OF INDUSTRIAL FORKLIFTS

Objective: The objective of this policy is to establish a program for the Bachman Machine Company that is in compliance with the Occupational Safety and Health Act, 29 CFR 1910. 068(e) for the instruction and education of all employees who may operate any industrial forklift.

Scope: The following safe practices are based upon a thorough examination of lift truck accidents, incidence and remedies. This policy applies to all Bachman Machine Company forklift operators and, as such, all operators are expected to study these guidelines and rules and apply them on their job.

Policy: _____

Pre-work Inspection of Vehicles:

All company forklifts are to be inspected for maintenance purposes by a competent designated person at intervals of not more than 90 days. All forklift operators shall inspect their vehicle each shift, prior to the actual operation of the forklift and report any trouble detected by filling out the "Driver's Vehicle Inspection Check-list", Form FHR 49. The forklift operator shall check with their immediate supervisor for the correct procedure for completing the inspection and the completion of the checklist. The inspection checklist can also be completed as soon as any problem(s) are detected during the operation of the forklift.

The following is a minimum of items that should be checked prior to the startup operation of any forklift:

steering apparatus	running lights	Brakes	horn
forks	lift mechanisms	battery	fluid levels
controls	guards	tires	hydraulic hoses
leaks	hoist/tilt attachment	fuel connections	

Driver’s Vehicle Inspection Checklist:

Prior to startup of any forklift operation, each vehicle driver will complete a vehicle inspection checklist identifying any items that would make the operations of the forklift unsafe. Blank inspection sheets shall be affixed to a clipboard and mounted on the forklift or available from an assigned location in the department.

Once completed by the forklift operator, the checklist will placed back on the clipboard. Each Monday, the first operator performing a vehicle check will forward the proceeding weeks checklists to the maintenance supervisor or his designee to be reviewed for scheduled maintenance needs. Once repair are completed or scheduled, the checklist form should be forwarded to the Human Resources office to be filed Each checklist will contain the vehicle identification number, date inspected, name of the individual performing the inspection and any recommended corrections or item(s) in need of attention.

The operator should explain in detail any defects or unsafe items that may be in need repair and if the defect needs to be corrected prior to safe operation, the maintenance supervisor should be notified immediately. Forklifts found to be in an unsafe condition shall not be operated until properly repaired. All inoperable forklifts should be tagged out of service and reported to the departmental supervisor and/or the maintenance supervisor, as soon as possible.

If after the vehicle inspection, the vehicle is found to be free of defects and safe to operate, the operator should sign the checklist inspection form and return it to the clipboard.

Discipline Issues: As with all other issues regarding the safety of our employees, Bachman Machine Company employees are expected to operate company forklifts in a safe and prudent manner. A listing of safe driving practices will be issued to each forklift driver during their new hire orientation, when assigned to operate the forklift, and during refresher and annual training classes. Violations of the safe driving

practices will subject an employee to disciplinary actions that may include suspension and up to and including termination of their employment.

NOTE: OPERATORS ARE TO PERFORM INSPECTIONS ON EVERY EIGHT (8) HOUR OR MORE SHIFT.

Effect: The effect of this policy shall be to:

- establish a written program and procedure for Bachman Machine Company to be in compliance with the established Occupational Safety and Health Act and 29 CFR 1910 regarding safe operations of industrial forklifts.
- define and educate the forklift operators of the safe driving practices that the company expects to be observed by each operator during the operation of their vehicle.
- create an inspection checklist to be used by each employee prior to the operation of a company forklift indicating a minimum of inspection items.
- establishes the procedure for the inspection of the forklift prior to operation.
- assigns the responsibility for locking out an unsafe vehicle and giving notice so that repairs can be made before reuse.
- make the maintenance department aware of needed repairs and/or the need to replace unsafe, worn, damaged or missing operational forklift parts.
- affirm the importance of following the safe driving practices by assigning disciplinary actions to those driver's that violate the practices.
- provide hard copy evidence that can be use to defend against any OSHA investigation regarding the inspection activities of company forklift drivers.

The following listing is not all inclusive, however, it does identify the accepted safe driving practices that Bachman Machine Company employees are expected to follow while performing any forklift operations.

1. Always drive at safe speed while operating the forklift (5 to 7 MPH inside and 10 MPH outside). Slow down when making any turns.
2. Never drive over objects lying on the floor or roadway. Driving over scraps, lumber, piping, or other such material may cause damage to the forklift and may shift or topple a load.
3. When driving over rough floor areas, parking lots, etc. “go Slowly” and keep alert for uneven spots or holes.
4. Approach blind corners slowly and stop, keeping to the right, and sound the horn giving any pedestrian an opportunity to react.
5. Keep alert for persons who may dart out in front of your forklift and for others approaching from the rear. The pedestrian always has the right of way.
6. Always give warning with the horn when approaching anyone from the rear.
7. The horn is to be used only as a warning to others, not as a demand for the right of way.
8. Keep your hands and feet inside the vehicle at all time.
9. Give proper hand signals for intended movements and never drive with greasy or slippery hands.
10. When driving with or without a load, keep the forks four inches to six inches above the floor level. Never travel with the load raised high for any reason.
11. Before crossing any railroad tracks, make sure the way is clear, and then proceed with great caution. Hold the steering wheel firmly and cross the tracks diagonally.
12. Sound the vehicle horn when leaving or entering a building.
13. Do not crowd to close to the edges of any platform, ramp or dock landings.
14. Test brakes before driving down ramps or slopes. Do not allow pedestrians to walk ahead of you down ramps or slopes.
15. Be sure to keep sufficient clearance between the lift truck and other objects or materials. Do not cut corners and stacks of material or stationary objects, such as machine or columns. When entering doorways, or freight trucks, make sure that you have proper clearance on both sides, as well as, overhead.
16. When following another forklift, keep at least ten (10) feet behind.
17. Do not travel abreast of another forklift. Never race another lift truck.

Starts and Stops:

1. Avoid sudden stops and starts with the forklift. These may cause skidding or toppling of the load.

2. Exercise care when traveling on wet, icy or otherwise slippery surfaces.
3. Do not use the reverse gear as a brake.
4. Never start ahead or backwards without first looking both ways to see that the way is clear.
5. Do not use gasoline-powered forklifts in small, confined areas without proper ventilation. Carbon monoxide poisoning may be the result.

Use of the Forks:

1. A lift should never be used as a jack to lift heavy equipment or other heavy objects without using extreme caution. To do so can severely damage the hoisting mechanism or result in an accident.
2. Do not allow any unauthorized person to operate your forklift.
3. Never allow anyone to ride as a passenger on any part of the forks.
4. When using the forklift to push another object, use extreme caution.
5. Never push a forklift to get it started.
6. Never tow freight trailers with a forklift.

Use of Lift Devices:

1. Before lifting, be sure that the loads are stable and properly balanced.
2. Pick up the load under the center of its weight to avoid tipping the lift over or shifting the load.
3. Tilt the load against the backrest before moving the forklift.
4. Be sure to return the mast to vertical before picking up a load.
5. Do not pick up a load until the forks are properly placed beneath the pallet.
6. When lowering the load, do so slowly, as a sudden stop will cause the lift to tilt forward and possibly tip the machine or throw the operator off the vehicle.

Parking the Forklift:

1. If necessary to park on an incline, the drive wheels must be chocked.
2. Park the forklift where it will not interfere with the passage of other vehicles or persons. Never park on railroad tracks.
3. Never leave the forklift with the motor running.
4. When you leave the forklift, be sure the brake is set.
5. Do not step out of your forklift until it has come to a complete stop.

6. Forks must be lowered down to the ground level when the forklift is parked.

Stacking and Removing Material:

1. Be sure there is sufficient headroom when raising a load. Watch for pipelines, beams, lighting and other obstructions that may be above the load.
2. Be sure stacked materials are not top heavy. Poorly piled materials are dangerous and may fall at any time.
3. When placing or picking up pallets, be sure not to unbalance the load.
4. Never stack material in roadways or aisles and always allow ample room for passageways.
5. Never obstruct fire-fighting equipment.
6. Do not use defective pallets to store or stack materials or to send into production areas.
7. Keep all one-size pallets on one stack and do not mix different sized pallet in when preparing your load.
8. Extreme care should be taken when tilting a load forward or backwards. particularly when high tiering. An elevated load should not be tilted forward except when the load is in a deposit position over a rack or stack.
9. When stacking or tiering, only use enough backward tilt to stabilize the load.

Loading and Unloading Railcar or Trucks:

1. Before entering freight cars or highway trucks, be sure the brakes are set. Freight cars and trailers must be chocked before entering them.
2. Before entering freight cars, trucks or trailers at a loading platform, be sure the loading plates are secured.
3. Never use dock boards or loading plates that are damaged or weakened.
4. Before driving into freight cars or trailers, be sure the flooring is in god condition.
5. Always have both doors of a trailer or railcar open before operating gasoline operated forklifts inside.

Backing the Forklift:

1. Never back up without looking. For better visibility with bulky loads it is often safer to drive the load backwards.
2. Whenever possible, face in the direction of the travel.
3. If necessary, back down ramps and inclines to avoid spilling and/or dropping loads. A top heavy load can upset both you and the forklift

Carrying A Load:

1. Never load a forklift beyond its rated capacity. Do not overload. Know your rated capacity.
2. Always carry loads four to six inches above the floor in a warehouse and six to eight inches in an outside area or yard. Carrying load close to the floor level reduces the possibility of turning over the forklift or dropping the load.
3. Never carry a load so high that you can not see ahead of the forklift. If necessary, operate the forklift in reverse so that you may see obstructions or items that may be in your path.
4. Avoid carrying loose materials on the forks of your vehicle, use pallets whenever possible.
5. Do not carry the weight too far out on the forks; maintain a weight balance when carrying loads.
6. Never allow anyone to stand on or under elevated forks, with or without a load.
7. Never use the forks as a platform to do other work from without having the appropriate safety cage or railing. Be sure a safety platform is firmly secured to the lifting carriage and/or forks.

