



WESTERN CONNECTICUT STATE UNIVERSITY

FORKLIFT SAFETY

PROCEDURE S-110

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Please direct any questions or comments about the applicability of this document to  
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## 1.0 IMPLEMENTATION

In accordance with the Occupational Safety and Health Administration (OSHA) Powered Industrial Trucks Standard 29CFR 1910.178, all personnel who operate a forklift must attend and complete a safety and training program in order to become an authorized forklift operator.

The term “forklift” represents all powered industrial trucks, including those where the operator rides on the unit and those where the operator walks with the unit.

WCSU owns several PITs. The description, ID number and location of each are listed below:

Type	Model	ID number	Location
Stacker	Mobile Industries RTS 33-177-A	Stacker 1	190R
Forklift	Komatsu FD30T-10	Forklift 1	Midtown Campus
	Komatsu FG25ST 11	Forklift 2	O’Neill Center
Pallet Jack	Blue Giant WPT45	Pallet Jack 1	190R
	Crown 400PW-4-11	Pallet Jack 2	190R
	Crown WP2335-45	Pallet Jack 3	190R
	Clark WP40	Pallet Jack 4	O’Neill Center

## 2.0 PURPOSE

The purpose of this plan is to ensure that all WCSU employees who operate a forklift follow the proper procedures and precautions before, during, and after forklift operation. If these guidelines are followed, the occurrence of injury to the operator and pedestrians in the surrounding environment will be minimized.

## 3.0 FORKLIFT USAGE

The use of a forklift is necessary when performing the following procedures:

- a. Carrying heavy loads
- b. Loading and unloading a truck with heavy loads

The areas where a forklift is most likely to be used at WCSU are:

- a. Load and unload areas, such as the loading docks and the maintenance garage
- b. Traveling with heavy loads to and from the above referenced areas to their final point of use

## 4.0 REASON FOR TRAINING

Training for forklift operation is required to ensure the safety of WCSU employees authorized to operate a forklift and to educate the know-how and dangers of operating such a vehicle. The training will also help in the safety awareness of not only the driver, but the pedestrians in the area in which the vehicle is being operated.

#### 4.1 TRAINING OUTLINE

Per 29CFR 1910.178, the necessary training required to authorize employees to operate a forklift will cover these areas:

- a. Reason for training
- b. Pre-operational inspection
- c. Vehicle operation
- d. Load handling and securing
- e. Fueling the forklift

#### 4.2 TRAINING DOCUMENTATION

A knowledgeable authorized personnel will be responsible for the training of employees for forklift operation.

Training will be offered to new employees wanting to become an authorized forklift operator, and will also be reviewed on an annual basis.

All training documentation will be retained in the Public Safety Office of WCSU.

#### 5.0 PRE-OPERATIONAL INSPECTION

It is a must for all forklift drivers to complete an inspection before the beginning of each shift. This pre-operational inspection will help operational awareness for both the driver and surrounding people.

The Daily Inspection Sheet is to be left on the vehicle for the day so that different operators will be aware that a daily inspection has occurred. (See Appendix A for a copy of the inspection form)

#### 6.0 VEHICLE OPERATION

Once the pre-operational inspection has been thoroughly completed, then the forklift may be operated. The training will discuss the differences between automobiles and forklifts and make the trainees aware of the dangers and blind spots while carrying a load.

##### 6.1 SPECIFIC ELEMENTS OF VEHICLE OPERATION

- a. Lift trucks shall not be driven up to anyone standing in front of any stationary object
- b. All body parts must be inside the operator's compartment during operation
- c. No passengers shall be permitted to ride on the lift truck
- d. The lift truck will be operated at a safe speed at all times
- e. The operator is responsible for the clean up of all leaking fluids and should report such leaks on the Daily Inspection Form
- f. The operator shall handle only loads within the capacity rating of the truck
- g. Lift trucks shall not be used for any purpose other than those it was designed for
- h. The operator shall obey all motor vehicle regulations while operating the truck
- i. The operator shall yield to right of way to all pedestrians
- j. The operator will sound a horn at all locations where vision is obstructed

- k. When forks are empty, the operator shall drive with the forks tipped forward and as low to the ground as possible
- l. When traveling with a load, the operator shall drive with the forks tipped back and with the load as low to the ground as possible
- m. Do not park tow motor on inclines, ramps, or dock plates

#### 7.0 LOAD HANDLING

Authorized personnel are responsible for following the correct precautionary measures when loading and unloading. These measures are to be followed at all times during forklift operations.

#### 8.0 FUELING UP THE FORKLIFT

It is the employee's responsibility to always wear the correct personal protective clothing for any job that requires fueling. The vehicle should be turned off before fueling and all caps and covers should be replaced after fueling.

## FORKLIFT PRE-OPERATIONAL DAILY INSPECTION FORM

*AT START OF SHIFT AND HAND IN TO SUPERVISOR WHEN COMPLETED OPERATOR MUST COMPLETE CHECKLIST*

Inspector's Name	Date
Tow Motor	Type: LPG/Electric

Check each of the areas that pertain to your lift truck:

<i>Visual Checks</i>	<i>OK</i>	<i>Service Required</i>	<i>N/A</i>	<i>Operations Check</i>	<i>OK</i>	<i>Service Required</i>	<i>N/A</i>
Tire Condition				Horn			
Head/Tail Lights				Steering			
Warning Lights				Service Brake			
Fluid Levels, Battery				Parking Brake			
Battery Indicator				Hydraulic Controls			
Seatbelts				Engine			
Forks				Mast			
LPG Tank				Attachment			
Mirrors							
Overhead Guard							
Other Gauges							
Fluid Leaks							

TO BE RETAINED BY THE OPERATING DEPARTMENT FOR 90 DAYS

**University Certification**

Procedure S-110 (Forklift Safety), for the Western Connecticut State University campus located in Danbury, Connecticut, has been reviewed and approved by the appropriate personnel at Western Connecticut State University. The procedures in this plan will be implemented and amended, as necessary, due to expansions, modifications, and improvements at the campus.

Signature: \_\_\_\_\_

Date: 4/22/2020

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