



Meiners Electric, Company Safety Manual

PAGE: 1 of 3

LAST REVISION:

December 16th, 2019

REVIEWED BY:

L. Kirk Berglund, Safety Director

FORM REF No:

SP-FORKLIFT

SUBJ:

Powered Industrial Trucks

1. Purpose:

To prevent accidents and injuries due to unsafe activities or conditions from Powered Industrial Trucks, and to ensure compliance with all applicable regulations.

2. Operations

Equipment shall be operated in accordance with the manufacturer's operating manual and guidelines.

1. Guidelines for Powered Industrial Truck Operations

1. Forklifts

1. Only trained & qualified personnel may operate forklifts.
2. All forklift operators shall wear seat belts during operation.
3. Only stable or safely arranged loads shall be handled.
4. Operator's arms and legs shall be kept within the confines of the vehicle.
5. Unattended forklifts shall have the following;
 - Forks or clamps lowered to the ground.
 - Controls in the neutral position.
 - Parking brake engaged.
 - Ignition "OFF".
 - Rated lifting capacity shall not be exceeded
 - At end of work day, shut off fuel storage tank

2. Aerial Lifts.

1. Only trained & qualified personnel may operate forklifts.
2. Aerial lift operators shall wear a fall protection harness & ejection restraint at all times.
3. 100 % tie-off required if exiting the lift.
4. Barricades shall be constructed beneath an aerial lift to prevent potential injury to others.
5. At end of work day, shut off fuel storage tank.
6. Always close lift platform chains or doors.
7. Stand on the floor of the bucket or lift platform. Do not climb on or lean over guardrails.
8. Do not exceed the manufacturer's load-capacity limits, including the weight of



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tools & materials.

3. Fueling Requirements

1. Propane tank storage areas shall be well ventilated and clear of combustibles within 30 feet. Storage of LPG shall be in a suitable cage which prevents tampering with the cylinders. Warning signs shall be posted in the storage area. Signs shall read “**Danger - Propane Storage**” or “**No Smoking or Open Flame Within 25 Feet.**” or words to that effect.
2. Proper personal protective equipment (leather gloves and safety glasses) shall be used when changing fuel tanks. Exchange of propane fuel tanks on equipment shall be done outdoors whenever possible. LPG cylinders must be stored & transported upright, secured w/ chain or other suitable means.

4. Inspections

1. Inspections shall be incorporated into the Planned Inspection program. Forklifts & aerial lifts shall be inspected by the operator, and documented, at the beginning of each day, or prior to first use of the day. Forward all inspection reports to the Safety Director.
2. Inspection records shall be maintained for one year. Equipment found to be defective shall be tagged “**Danger, do not use**” and removed from service immediately. Manufacturer’s equipment warning labels shall be properly maintained, affixed and legible.

5. Training

1. All training shall be presented by a qualified instructor who has possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated their ability to solve or resolve problems related to powered industrial vehicles.
2. Operators must demonstrate competency (evaluation) on the type of vehicle he/she operates, and in the environment in which he/she operates, prior to use.
3. Training will consist of classroom instruction, hands on practical application, and a written evaluation to test the students knowledge. Training will consist of the following:



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PAGE: 3 of 3

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1. Discussion of the basic operations of the vehicle.
2. The general hazards associated with the specific vehicle.
3. The specific hazards associated with the working environment.
4. Instruction on the forklift inspection checklist.
5. Discussion of “operator safety rules”.
6. Written evaluation (test) of classroom discussion.
7. Evaluation of the drivers skills, via an obstacle course simulating actual working conditions or tasks.
8. Evaluation of operator’s performance (re-training) for forklifts shall be conducted at least once every three years. Aerial Lifts currently does not require re-training.

Refresher training may be conducted if;

1. The operator has been involved in an accident or near miss.
2. The operator has been assigned a different type of vehicle.
3. The work area has changed significantly.
4. The operator has been observed operating unsafely or violating the safety rules.

Operators must pass both the written exam and the operating evaluation (practical application). New Operators will continue “on-the-job” training for two weeks, working under the direct supervision of an experienced operator.

Operators must be trained on the specific type of vehicle they will operate on the job.

Operators must be trained in the specific environment in which they work.

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