

<b>Garmong Construction Services</b>					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Forklift Safety</i>					
<b>Last Revised:</b>	<b>January 25, 2012</b>	<b>By</b>	<b>Douglas Mahurin, MS, CSP</b>	<b>This Copy Printed:</b>	<b>1/31/2012 4:30:00 PM</b>

## Forklift Operator Safety

### I. PURPOSE

The purpose of the lift Safety Program is to provide company guidelines to eliminate all injuries resulting from improper use of forklifts and personnel lifts.

### II. RESPONSIBILITIES

The safety Director will direct and have overall responsibility for the execution and training of employees in the Program. The Safety Manager will coordinate this program to ensure that all requirements are met. All employees properly trained in the safe use of forklifts have the responsibility to operate this equipment according to the established company practices.

### III. EMPLOYEE TRAINING

Every employee required to operate a forklift will receive Forklift Safety Training. The training will consist of a video, classroom/informational discussion, written test, and hands-on training and instruction. The Safety Director will be responsible to execute this training. The training will include safe forklift practices, operation capacities/limitations, inspection/maintenance practices, and routes of travel.

### IV. FORKLIFT OPERATION

Employees will operate the forklift within manufacturer guidelines stated in the forklift owner's manual. The operation of the forklift will not exceed capacities or limitations of the equipment. Only trained employees will be allowed to operate the forklift.

### V. FORKLIFT INSPECTION/MAINTENANCE

#### A. Inspection

The forklift is to be inspected before each shift that it is to be used. The inspection will include a preoperational check on the minimum following items prior to use of the forklift:

1. Brakes, controls, gauges, or other mechanisms working properly.
2. Check for leaks.
3. Check that forks aren't bent, damaged, or cracked.
4. Check load capacity and stay within it.
5. Check planned route for adequate lighting and clearances.
6. Note any floor-surface problems or possible obstructions.

#### B. Maintenance

If any needed maintenance items are identified during an inspection, the repairs will be conducted in accordance with recommendations outlined in the operator's manual. Routine maintenance requirements are also outlined in the manual. If any replacement parts are required on the lift, only approved/compatible parts will be used.

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**VI. RECORDKEEPING**

An employee training log will be kept on all employees completing the Forklift Safety Training Program. The roster sheet will include employee name, employee signature, date of training, and trainer signature. The log will be maintained by the Safety Director on file in his office.

**VII. LICENSING**

All employees completing the Forklift Safety Training Program will be issued an operators license. The license will include the employee's name, date of training/issuance, instructor's name, and company name. Only licensed employees will be allowed to operate the forklift.