



Forklift Program (Powered Industrial Truck)

Public Safety Department
Environmental, Health and Safety (EHS) Division
Standard Operating Procedure (SOP) #26

Lafayette College Forklift (Powered Industrial Truck) Program

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Standard Operation Procedure (SOP) #26 – Revised March 2012

I. Purpose

To ensure the safety of our powered industrial truck operators and comply with the requirements of Occupational Safety and Health Administration standard 29 CFR 1910.178.

II. Scope

This program applies to any employee whose job duties require them to operate a forklift.

III. Referenced Documents

Occupational Safety and Health Administration (OSHA) Code of Federal Regulations (CFR) 29 part 1910.178 Powered Industrial Trucks.

IV. Responsibilities

A. Directors/Department Heads:

Hold the appropriate supervisors/individuals accountable for the responsibilities within this program.

B. Supervisors:

1. Certify that each powered industrial truck operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation specified in the "Operator Training" section of the OSHA standard 29 CFR 1910.178 (I) (see Training section of this SOP).
2. Ensure that a certificate is given to the operator. The certificate must include his/her name; training date; evaluation date; and the trainer/evaluators name.
3. Provide refresher training as required in the "refresher training" section of this SOP.
4. Evaluate each powered industrial truck operator's performance every three years.
5. Hold operators accountable for the safe operation of our forklifts.

C. Public Safety

The Assistant Director of Public Safety will:

1. Assist in the initial training, refresher training, and evaluations of forklift operators.
2. Update this SOP when necessary.

D. Trainer

1. Conduct forklift training as required in OSHA 29 CFR 1910.178 (I).
2. Evaluate operator competence.
3. Provide a certificate to the operator. The certificate must include his/her name; training date; evaluation date; and the trainer/evaluators name.

E. Employee (Powered Industrial Truck Operator)

1. Attend training and refresher sessions as needed.
2. Follow safe forklift operating procedures.
3. Inform supervisor of accidents, near misses, and/or problems with any forklift.

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V. Training

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace.

A. Initial Training - Operators will be trained in the following topics except in topics which the supervisor can demonstrate are not applicable to safe operation of the truck in the workplace:

1. Truck - related topics:

- a. operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
- b. differences between the truck and the automobile;
- c. truck controls and instrumentation: where they are located, what they do, and how they work;
- d. engine or motor operation;
- e. steering and maneuvering;
- f. visibility (including restrictions due to loading);
- g. fork and attachment adaptation, operation, and use limitations;
- h. vehicle capacity;
- i. vehicle stability;
- j. any vehicle inspection and maintenance that the operator will be required to perform;
- k. refueling and/or charging and recharging of batteries;
- l. operating limitations;
- m. any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

2. Workplace - related topics:

- a. surface conditions where the vehicle will be operated;
- b. composition of loads to be carried and load stability;
- c. load manipulation, stacking, and un-stacking;
- d. pedestrian traffic in areas where the vehicle will be operated;
- e. narrow aisles and other restricted places where the vehicle will be operated;
- f. hazardous (classified) locations where the vehicle will be operated;
- g. ramps and other sloped surfaces that could affect the vehicle's stability;
- h. closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- i. other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

B. Refresher Training - refresher training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

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

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VI. Evaluation

Every three years the trainer will conduct an evaluation of our certified drivers. The evaluation need not take excessive time, be unduly burdensome, or interrupt the production process.

The trainer will do two things: first, observe the powered industrial truck operator during normal operations to determine if the operator is performing safely, and second, ask pertinent questions to ensure that the operator has the knowledge or experience needed to operate a truck safely.

The trainer will notify Public Safety of the evaluation date and results. Relevant refresher training will be scheduled and conducted if necessary by the trainer.