

FORKLIFT SAFETY PROGRAM

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I. GENERAL STATEMENT OF PROGRAM

In order to comply with the powered industrial truck standard found in 29 CFR 1910.178, the following Forklift Program is to be implemented for the personnel of:

Knott Brake Company

II. RESPONSIBILITIES

The Forklift Program and training records will be kept on file by the Administrative Assistant in the compliance office. Initial and annual forklift training will be provided by the Plant Manager who is responsible for administering the program and for assessing the driving skills of employees authorized to operate forklifts

The leadmen will be responsible for ensuring that only trained employees are allowed to operate the forklifts.

III. MAINTENANCE, FUELING AND REPAIR

1. All forklifts and material handling equipment must be kept clean and free of excess dirt, oil and grease.
2. The Plant Manager will designate an employee or group of employees to be responsible for the following:
 - maintain the forklifts according to recommendations of the manufacturer
 - contract with outside vendors, when needed, to perform service on the equipment
 - keep a maintenance log
3. Forklifts in need of repair must be locked and tagged out.
4. After repairs are completed, forklifts must be tested to ensure safe operation.
5. Forklifts must be turned off when refueling.
6. Oil and fuel spilled on the floor during filling will be cleaned up immediately.
7. The following are prohibited in the fueling and charging areas:
 - eating
 - smoking
 - open flames
 - sparks

IV. OPERATOR SAFETY AND TRAINING

The following training schedule will be followed by employees that operate forklift trucks. The completion of this training is intended to promote a safe and healthful workplace for employees by ensuring that forklift operators are aware of their

responsibilities and the responsibilities of pedestrians in the workplace.

A. Training Schedule

1. Verbal Training- This includes general instruction on the written forklift safety program and the following:
 - General characteristics of the forklift trucks used at Knott Brake Company
 - Pre-operation inspection
 - Refueling
 - Traveling through the Plant
 - Loading and unloading material
 - Maintenance
2. Hands-On- This includes a hands-on evaluation of the following:
 - Knowledge of pre-operational inspection
 - Principles of operation
 - Refueling
3. Evaluation- This includes the following two tests:
 - Written test
 - Obstacle Course
4. Upon completion of the training schedule, employees will receive an ID Card authorizing them to operate a forklift truck.
5. Employees that do not pass the program tests will not be issued an ID Card, or have their ID Card renewed, until completing the program successfully.
6. Employees that have not been issued an authorization card are not authorized to operate a forklift truck. Currently, forklift operation is an essential job duty for all warehouse employees, unless otherwise specified.
7. A program review and hands-on testing will be completed every year.
8. The annual review is mandatory for all forklift truck operators and the hands-on test is required for the renewal of an ID Card.

B. Authorized Operators

1. Only trained authorized operators will be permitted to operate forklift trucks.
2. Operators that do not drive safely and/or do not follow forklift safety rules will have their ID Card revoked.
3. Forklift operators must:
 - comply with company rules for operating forklifts
 - immediately report any maintenance problems or malfunctions to their supervisor

(Section 7.2 SAFETY, Employee Handbook: Employees who violate the safety standards in the written safety policies, or who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.)
4. Forklift checklists can be obtained by the Plant Manager or the Administrative Assistant.

V. SAFETY RULES OF EQUIPMENT OPERATION

A. General Safety Precautions:

1. Forklifts will be kept under control at all times.
2. Forklifts will not be driven up to anyone standing in front of a fixed object, such as a wall or bench.
3. Standing or passing under the elevated portion of a truck, whether loaded or empty, is prohibited.
4. Personnel other than the operator will not be permitted to ride on the forklift truck.
5. Arms and legs must be kept within the running lines of the truck and out from between the uprights of the mast.
6. Special precautions apply to forklifts that are unattended. Equipment is considered unattended whenever:
 - the operator is 10 feet or more away
 - the forklift is not in view

When a forklift is left unattended, the operator must:

- fully lower the mast with the forks flat on the floor, with the tips of the forks touching the floor
 - put the equipment into neutral
 - set the parking brake
 - turn the power off
7. If at any time a forklift is in need of repair, or is unsafe to operate, operators must stop and notify their supervisor so that it can be removed from service.
 8. When changing fuel tanks, the operator is required to wear gloves for protection against the possibility of exposure to pressurized propane gas which can cause frost bite.
 9. All hazardous conditions within the flow of traffic such as oil spills, water, puddles or debris should be immediately cleaned up or reported to the supervisor for immediate clean-up.

B. Forklift Loading Procedures:

1. Only stable and safely arranged loads that are within the forklift's rated capacity will be handled.
2. When loading or unloading material from the forks by hand, the forks must be flat on the floor, with the tips of the forks touching the floor.
3. If loading the forks with a crane or hoist, the forks must be flat on the floor, with the tips of the forks touching the floor.
4. An elevated load will not be tilted forward unless it is in the deposit position over a rack or stack.
5. The forks may not be used to bump pallets into position.
6. If the load obstructs the operator's vision, the truck must be driven backwards with load trailing. The forklift operator must look in the direction of travel.

C. Traffic Regulations:

1. All traffic regulations will be observed, including a 3 mph. speed limit
2. Fire aisles, access to doors (such as the area in front of the lunchroom), intersections, and ramps are to be considered *NO PARKING* areas.
3. Forklift trucks traveling in the same direction must not pass at intersections, blind spots, or other dangerous locations.
4. A three truck length distance must be maintained between the leading and trailing truck.
5. Slow down, sound the horn and proceed with caution at all intersections, cross aisles and other locations where vision is obstructed.
6. For maximum stability, operators should keep the forks as low as possible and tilted back when driving a loaded truck.
7. Loaded forklifts will be driven with the load upgrade when traveling on a ramp either ascending or descending.
8. Although pedestrians share the responsibility for keeping clear of forklift traffic, it is the forklift operator's ultimate responsibility to avoid pedestrians and objects.

D. Forklift Operation Procedures for Truck Trailers:

1. Forklift trucks are not permitted inside the trailers of trucks that have their engine running.
2. When forklift trucks are used to remove materials from truck trailers, employees must:
 - make sure the truck driver has set the brakes on the trailer
 - chock the wheels
 - inspect the flooring of the trailer or truck bed for openings, cracks and weakness before entering with the forklift
3. Dock plates and levelers should be properly in place before entering.

FORKLIFT SAFETY

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OPERATOR KNOWLEDGE (Check the following items off on TEST RESULTS sheet)

The trainer must witness the proper use of the forklift features listed below:

HORN	Operator blows horn at all intersections and doorways.
SERVICE BRAKE	Operator knows where the pedal is located. Operator has stopped the forklift truck in a reasonable distance.
PARKING BRAKE	Operator knows where the lever is located. Operator has shown the proper use of the brake.
TRANSMISSION	Operator has shifted into and out of forward and reverse. Operator had foot on brake during gear changes. Truck did not roll during gear changes.
MAST LIFT} MAST TILT} SIDE SHIFT}	Operator has shown the proper use of mast in all three areas listed.
START-UP	Fuel is on, truck is in neutral, foot is on the service brake and parking brake is activated.
STORAGE	Parking brake is activated, forks are flat on the floor, fuel is off.
CHANGE FUEL TANK (Check this item under <i>Forklift Operation</i> on Test Results)	Valve on empty tank is shut off, fuel lines are properly removed and replaced. Operator is wearing gloves. TRAINER NOTE: Inform all operators of the danger presented by loose fuel lines, including the potential of frost bite if bare skin is exposed to cold propane.