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| <b><i>HEALTH AND SAFETY MANUAL</i></b>        |  |
| Title: Powered Industrial Trucks, (Forklifts) |   |
| Approved by: Greg Savoy                       | Rev. 4/1/08   |

1 Purpose/Scope:

The purpose of this program is to establish requirements for the safe operation and use of Powered Industrial Trucks.

This program applies to all Company employees who operate a Powered Industrial Truck in the scope of their job duties and assignments. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. NOTE: The Company shall certify all authorized employees regarding competency on all types of equipment.

2 Definitions/Responsibilities:

2.1 Definitions:

2.1.1 Authorized Employee – A person, at least 18 years of age and who has completed the company's required safety training for the safe operations of forklifts.

2.1.2 Forklift (Powered Industrial Truck) – Any mechanical device used for the movement of supplies, material or finished a product that is powered by an electric motor or an internal combustion engine.

2.2 Responsibilities:

2.2.1 Manager/Supervisor:

- Shall ensure that each powered forklift operator is competent to operate a forklift safely, as demonstrated by the successful completion of the training and evaluation program.
- Shall ensure that all forklifts are inspected before each shift and all repairs are made before the forklift is operated.

2.2.2 Employee:

- Shall be current on applicable training.
- Operate forklift in accordance to the forklift standards and manufacture requirements.

- Inspect forklift at the start of shift, and remove from service if defects are found until they are corrected.
- Operate forklift in a safe manner.

### 3 Requirements:

#### 3.1 General:

- 3.1.1 All approved forklifts shall have a manufactures identification plate attached showing all specifications of the forklift, and that the forklift is accepted by a nationally recognized testing laboratory.
- 3.1.2 Modifications and additions, that affect capacity and safe operation, shall not be performed without manufacturer's prior written approval.
  - Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed reflect the modification or addition.
- 3.1.3 If the forklift is equipped with front-end attachments other than factory installed attachments, the supervisor shall ensure that the forklift is marked to identify the attachments and show the approximate weight of the forklift and attachment combination at maximum elevation with load laterally centered.
- 3.1.4 The operator shall see that all nameplates and markings are in place and are maintained in a legible condition.
- 3.1.5 All forklifts shall be equipped with safety seat belts.
- 3.1.6 All forklifts shall be equipped with a horn, backup alarm, beacon light, headlights and taillight.

#### 3.2 Safety guards:

- 3.2.1 Forklifts shall be fitted with an overhead rollover cage, as per manufactures specifications.
- 3.2.2 If the type of load presents a hazard to the operator, the forklift shall be equipped with a vertical load backrest extension, as per manufactures specifications.

#### 3.3 Training

- 3.3.1 Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, videos, written material, etc.) and evaluation of the operator's performance in the workplace.
- 3.3.2 Persons who have the knowledge, training, and experience to train forklift operators and evaluate their competence shall conduct all operator training and evaluation.
- 3.3.3 Selected employees who have been trained shall receive refresher training be evaluated, at a minimum, every three years.

- 3.3.4 Training content shall include all minimally-required items including load capacity, instructions, distance, differences between cars vs. PITs, refueling/recharging, ramps, visibility, balance/counter balance, etc.
- 3.3.5 Retraining is required when employee performs the equipment in an unsafe manner, there is an accident, a different vehicle type is put in service, changes in conditions.
- 3.3.6 Certification:
  - The trainer shall certify that each operator has been trained and evaluated as required.
  - The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training and/or evaluation.

#### 3.4 Operations:

##### 3.4.1 General:

- All operators shall wear a safety seat belt when operating a forklift.
- Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
- Unauthorized personnel shall not be permitted to operate forklifts.
- No riders or passengers are permitted.
- It is prohibited for arms or legs to be placed between the uprights of the mast or outside the running lines of the forklift.
- When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
- Wheels shall be blocked if the forklift is parked on an incline.
- A forklift is unattended when the operator is 25 ft. or more away from the vehicle, which remains in view, or whenever the operator leaves the forklift and it is not in view.
- When the operator of a forklift is dismounted and within 25 ft. of the forklift still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
- Forklifts shall not be used for opening or closing freight doors.
- Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading.
- Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor.
- The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard (cages) shall be used as protection against falling objects.

- An overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- Fire aisles, access to stairways, and fire equipment shall be kept clear.

#### 3.4.2 Traveling:

- The operator shall slow down and sound the horn at cross isles and other locations where vision is obstructed.
- If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing.
- The operator shall be required to look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
- When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.
- On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- Under all travel conditions the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are prohibited.
- The operator shall slow down for wet and slippery floors.
- Dock board or bridge plates shall be properly secured before they are driven over.
- Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion.
- Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

#### 3.4.3 Loading:

- Only stable or safely arranged loads shall be handled.
- Caution shall be exercised when handling off-center loads, which cannot be centered.
- Only loads within the rated capacity of the forklift shall be handled.
- Forklifts equipped with attachments shall be operated as partially loaded forklifts when not handling a load.
- A load engaging means shall be placed under the load as far as possible; the mast shall be carefully tilted backward to stabilize the load.
- Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
- Tilting forward with load engaging means elevated shall be prohibited except to pick up a load.
- An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack.
- When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

#### 3.4.4 Operation of the truck:

- If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been restored to safe operating condition.
- Fuel tanks shall not be filled while the engine is running.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- When fueling with Liquefied Petroleum Gas (LPG), precautions and handling requirements set forth in the "Safe Handling of LPG" program shall be followed.
- No forklift shall be operated with a leak in the fuel system.
- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- Operator must verify trailer chocks, supports, and dock plates are secured prior to loading/unloading.

#### 3.4.5 Maintenance of forklifts:

- Only authorized personnel shall perform maintenance, and make repairs.
- Those repairs to the fuel and ignition systems of forklifts, which involve fire hazards, shall be conducted only in locations designated for such repairs.
- Forklifts in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- Only parts equivalent with those used in the original design shall replace all parts of any forklift requiring replacement parts.
- Forklifts shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer,
- Nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts.
- Except for those parts required by 3.1.6, not supplied by manufacturer.
- Additional counter weighting of fork trucks shall not be done unless approved by the truck manufacturer.
- Forklifts shall be inspected before being placed in service, and shall not be placed in service if the inspection shows any condition adversely affecting the safety of the forklift.
- Inspection shall be made at least daily – prior to each shift. (visual – non documented) Inspection items shall be posted on each forklift.
- Where forklifts are used on a round-the-clock basis, they shall be inspected before each shift.
- Defects when found shall be immediately reported to the supervisor, and corrected before operating the forklift.
- When the temperature of any part of any forklift is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the forklift shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- Forklifts shall be kept in a clean condition, free of lint, excess oil, and grease.
- Noncombustible agents, where at all possible, shall be used for cleaning trucks.
- Low flash point (below 100 degrees F.) solvents shall not be used.

- ❑ High flash point (at or above 100 degrees F.) solvents may be used if precautions regarding toxicity, ventilation, and fire hazard are mitigated with the agent or solvent used.

4 References:

29 CFR 1910.178, Powered Industrial Trucks.

5 Exhibits:

None