	Approved by: <b>ACC</b>
	Authorizer: <b>Director, Safety and Security</b>
	Effective Date: <b>April 14, 2010</b>
Procedure Title: <b>Safe Operation of a Fork Lift</b>	

### 1.0 **PROCEDURE STATEMENT**

The purpose of this procedure is to outline the requirements for the fork lift trucks safety program at Conestoga College (Conestoga) and to ensure they are operated in a safe manner according to the required standards.

### 2.0 **SCOPE**

This procedure applies to all qualified Conestoga employees and contractors who are required to operate a fork lift truck on Conestoga owned property.


### 3.0 **DEFINITIONS**

- a) **Powered Lift Truck** – any mobile, power propelled, self-loading truck equipped with a load carriage and attachments for lifting, transporting and stacking material.
- b) **Competent Person** – means a person who;
  - a. is qualified because of knowledge, training and experience to organize the work and its performance;
  - b. is familiar with the Occupational Health and Safety Act and the Regulations that apply to the work; and
  - c. has knowledge of any potential or actual danger to health or safety in the workplace.
- c) **Capacity** - the capacity of a truck equipped with load carriage and forks, or with attachments; specifically, the weight at a specified load centre that a given truck can transport in a carry position and stack to the specified elevation of the load-engaging means.
- d) **Centre of Gravity** - the point where a mass (weight) would be perfectly balanced if it were suspended from that single point (also called the “suspended centre of gravity”)
- e) **Fork** - a horizontal projection, normally suspended from the carriage, for engaging and supporting loads.
- f) **Counterbalanced** - a lift truck equipped with load-engaging means wherein, during normal transport, the entire load is external to the polygon formed by the wheel contacts.
- g) **Mast** - the support member providing the guideways that permit vertical movement of the carriage.
- h) **Signaller** – a qualified person designated by the employer to direct by means of hand and voice or other signals, the safe movement of powered fork trucks.
- i) **Highway** – includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

### 4.0 **LEGISLATION**

Relevant legislation and Standards include but are not limited to:

**MOL** – Ministry of Labour – *Guidelines for Safe Operation and Maintenance of Powered Lift Trucks 1999, reviewed June 2009*

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**OHSA – Occupational Health and Safety Act**

Sec. 1 (1)  
 Clause 25 (1) (b) and 25 (2) (a) (c) (d) (h)  
 Sub Section 31 (1)

**Regulation 851 – Industrial Establishment Regulation**

Sec. 6  
 Sub Section 51 (1) (2) (5)  
 Sec. 52, 54-59

**CSA – Canadian Standards Association**  
 B335-04: Safety Standard for Lift Trucks

**Highway Traffic Act**

Section 76

**5.0 RESPONSIBILITIES**

**5.1 EMPLOYER**

Conestoga is responsible to:


- Provide information, instruction and supervision to a worker to protect the health and safety of the worker
- Appoint a Competent Supervisor
- Identify potential sources of hazards and provide training on such
- Provide written policies and procedures to all supervisors, qualified employees and contractors to prevent accidents and injuries
- Ensure equipment is maintained and in good working condition

**5.2 WORKER**

- Understand the hazards and comply with the policies and procedures for safe use and handling of a fork lift
- Be familiar with the Legislated requirements for the safe use of fork lifts
- Have a firm understanding of the principles of safe operation, features of the fork lift, workplace conditions and environment
- Inspect the fork lift and complete the start-up check list daily
- Notify their supervisor with any concerns regarding the fork lift and notify a supervisor of any contraventions of the Act, Regulations or Conestoga procedures

**5.3 SUPERVISOR**

- Identify unsafe acts and conditions and implement corrective actions
- Relay potential hazards to the workers
- Apply and enforce all fork lift policies and procedures to all affected personnel in the workplace, this may include use of the Employee Disciplinary Policy
- Ensure workers are using the fork lift in a safe manner according to all legislated requirements and this procedure
- Audit and review all daily pre-start inspections, and correct any defects identified
- Ensure equipment is maintained in good working condition and ensure annual preventive maintenance inspections are completed by a competent service technician.
- Maintain all service records.

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#### 5.4 JOHSC MEMBERS

- May participate in the annual review of the fork lift procedure; and
- Provide a resource to workers with regards to safe operation of a fork lift

#### 5.5 OCCUPATIONAL SAFETY DEPARTMENT

- Assist in implementing and co-ordination of the Safe Operation of Fork Lift Procedure
- Maintain the fork lift equipment inventory and annual lifting devices inspection reports
- Facilitate annual JOHSC review of the fork lift procedure
- Arrange training for Conestoga employees engaged in activities governed by this procedure

#### 6.0 TRAINING

All operators will not be deemed qualified until they have received class room training and practical testing. The operator must achieve a passing grade of 80% on each the practical and classroom sessions of this course.

Every worker who uses a fork lift will receive adequate training in;

- Applicable sections of the OSHA, Regulations and Guidelines
- The hazards associated with the work
- Principles of Operation and features of fork lifts
- The Manufacturer's specification as they relate to the safe operation of the fork truck
- Workplace specific practices, policies and procedures
- Pre-operational checks, general operation, load handling, operational maintenance requirements
- Fuel handling training and/or battery testing and charging will be required for all operators where applicable.

Training shall be conducted by a competent person with adequate knowledge, training and experience. Training will take place every 3 years with an 18-month practical review.

Training program will be reviewed with the JOHSC whenever there is a change in circumstances that may affect the safety of the worker or at least annually.


#### 6.1 TRAINING RECORDS

The Occupational Safety Office will maintain records showing;


- a) Who received the training
- b) Who provided the training
- c) The date the training was provided
- d) Test results and marks

#### 7.0 PROCEDURE


- 1) All operators, before using a forklift must perform a pre-use fork lift truck inspection using the "circle check list 2 part form". Once completed the yellow form stays in the book with the truck and the white form is forwarded to the appropriate supervisor. Contact the Occupational Safety Office for circle check books.
- 2) If the fork lift is determined that it is unsafe to use, a notice must be placed on the truck stating "DO NOT OPERATE" and a supervisor must be notified immediately to arrange for maintenance or repair.

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- 3) Lift truck operators are required to wear the seatbelts provided on every lift truck. They are also required to check that the seatbelt is in good working condition before use, and to report defects, damage or missing belts to their supervisor. Do Not operate a lift truck if the seatbelt is missing or not operating properly. Report it to the supervisor immediately so that it may be repaired.
- 4) Proper personal protective equipment must be used when changing the propane tanks, or changing the battery which must be done in a designated area. Personal protective equipment includes: Neoprene gloves, safety glasses and aprons, and face shields for battery operated lift trucks.
- 5) Personal protective equipment must be worn when operating a fork lift which includes CSA approved safety shoes, safety glasses and reflective clothing i.e. vest must be worn when working outdoors when within 2 m (metres) or 6' (feet) of a roadway or parking lot as per the Highway Traffic Act for slow moving vehicles.
- 6) Fork lift operators are required to know where the manufacturers data plate (capacity plate) is located on the lift truck and to understand the following information;
  - Model and serial number
  - Capacity rating at a specified load centre
  - Maximum lifting height of the forks
  - Attachment type (if applicable)
  - Truck weight (mass) and battery weight (if applicable)
- 7) In the event of a "tipover", do not attempt to "jump out" or leave the confines of the lift truck compartment. Remain restrained in the lift truck and do not attempt to remove the seatbelt.
- 8) Fork lift operators must look in the direction that the lift truck is travelling at all times, except as necessary to check the load when travelling in reverse.
- 9) When reversing the lift truck, the lift truck operator must look over both shoulders, to ensure that the area behind them is clear, before any reverse movement commences. This includes even short reverse movements to align the lift truck with the load.
- 10) Operators must maintain a speed that is safe for the loads being transported and the surrounding conditions for the area in which is being operated. Maximum speed should not exceed 15 Km/hr anywhere on the campus.
- 11) Forks on an empty truck should be carried about 10 cm off the ground and level. When carrying pallets, totes or bins, etc. that extend below the forks, maintain a distance of 10 cm between the floor surface and the bottom of the load, tilting the mast as necessary to stabilize the load.
- 12) Starts, stops and turns must be made smoothly and gradually at all times both empty and loaded. Allow sufficient room to negotiate corners and to maneuver in other confined areas. Remember that since the rear wheels are the steering wheels, the rear end of the lift truck will swing wide when turning and cornering. Always be on the look out for pedestrians.
- 13) When following another vehicle, maintain a distance of at least three vehicle lengths between you and the vehicle in front of you, to allow for ample room to safely stop the lift truck.

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- 14) Keep all body parts within the operator compartment at all times to prevent personal injury.
- 15) Slow down and sound the horn using short blasts to warn others of your approach at doorways, blind spots, corners and cross aisles. Also sound your horn when you approach people, standing or walking in aisles in which you are operating. If the horn is malfunctioning, report it to your supervisor immediately. Extra caution must be taken when approaching corners and taking turns.
- 16) Do not drive up to persons that are standing in front of fixed objects. Ask them to move before approaching these areas.
- 17) It is the lift truck operator's responsibility to ensure that the load is properly and neatly stacked and secured for transport before lifting or moving the load. Maintain a safe height and place heaviest object near the bottom. Round objects must be blocked and tied if necessary to prevent movement.
- 18) It is the operator's responsibility to ensure that only safe and properly balanced loads are transported with the lift truck and that the maximum weight capacity as stated on the data plate is not exceeded at any time or for any reason.
- 19) Lift trucks may only be used for their intended and designed purposes.
- 20) No person may ride on the forks or on a load for any reason, at any time. No person shall be elevated with a lift truck unless specifically equipped with an approved platform or cage designed specifically for this purpose. Absolutely no passengers are allowed on a lift truck.
- 21) It is the lift truck operator's responsibility to ensure the safety of pedestrians in the areas which the lift truck is being operated. Do not permit persons to stand or walk under elevated loads.
- 22) Pedestrians also have a responsibility to watch for lift trucks, be aware of their operating areas, obey the signs and acknowledge horns and warning signals given by the lift truck operators.
- 23) Lift trucks should only be parked in approved locations and should not be left to block roads, walkways, emergency exits, or emergency equipment.
- 24) When a fork lift operator parks the fork lift, the forks must be placed on the ground, the mast must be tilted forward, the parking brake must be engaged, the controls must be placed in the neutral position and the key must be removed and stored in a secure location. The key must never be left in the ignition when the fork lift is unattended.
- 25) When lifting personnel on an approved platform, the lift truck operator must comply with the following:
  - Ensure the safety of personnel on the platform
  - Ensure the safety of pedestrians in the area
  - Remain at the controls of the lift truck at all times while personnel are on the platform
  - Ensure that personnel on the platform are wearing a harness attached to the platform
  - Do not travel with personnel on the platform.

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- 26) When operating on public roads, all fork lifts must have a “slow moving” sign attached on the back of the lift truck as per the Highway Traffic Act for any vehicle that does not exceed a maximum speed of 40 KM per hour.
- 27) Safety is a responsibility to be taken seriously and shared equally amongst all persons at your work location. This includes visitors, students, contractors and others who may have the opportunity to be at our campus. Make these persons aware of your safety rules and requirements while they are at your work site. Warn them of potential dangers they may encounter e.g. (lift trucks) and ensure their safety.
- 28) When operating the fork lift along internal corridor areas of a building a spotter is required to ensure the corridor remains clear of all pedestrian traffic.
- 29) If you see any unsafe act being performed or any unsafe condition that is likely to endanger yourself or others, REPORT IT IMMEDIATELY TO YOUR SUPERVISOR!

## 8.0 ENVIRONMENTAL

Prior to the use of the lift truck, inspect the area around the lift truck for any leaks or spills. If any are observed, report the issue to the supervisor.

Care should be taken when transporting drums of liquid to avoid puncturing the container or spilling the material.

## 9.0 RELATED DOCUMENTS

- Employee Discipline Policy – Human Resources Doc.
- OSP-010 - Reflective Workwear for Outdoor Work
- OSF-014 - Forklift Inventory

## 10.0 REVISION HISTORY

Revision Date	Summary of Changes
April 1 2010	Policies and Procedures Committee - Approved
April 14 2010	Academic Coordinating Committee – Approved