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1 PURPOSE

The purpose of this program is to establish requirements for the safe operation and use of Powered Industrial Trucks (Forklifts) in operational alignment with OSHA 29 CFR 1910.178, OSHA 29 CFR 1915.120, OSHA 29 CFR 1917.43, ANSI B56.1.

2 SCOPE

This program applies to all Gallant Industrial employees and subcontractors who operate a Powered Industrial Truck in the scope of their job duties and assignments. When work is performed at a customer site, project site, shipyard, marine terminal, or other non-owned location, the site owner's, facility operator's, terminal operators, or host employer's requirements shall also be followed. Where multiple standards apply, the most stringent requirement shall govern work activities.

NOTE: All employees are required to be trained, certified, and authorized prior to operating each specific classification of Powered Industrial Truck equipment. Gallant shall certify all authorized employees regarding competency on all classifications of equipment.

3 DEFINITIONS

Authorized Employee – A person, at least 18 years of age and who has completed the Gallant's required safety training for the safe operations of forklifts and has been authorized by their supervisor.

Powered Industrial Truck (PIT) / Forklift- Any mobile, power-propelled vehicle used to carry, push, pull, lift, stack, or tier material, including forklifts, pallet jacks, reach trucks, order pickers, and similar equipment.

Competent Trainer- A person with the knowledge, training, experience, and documented qualifications necessary to train and evaluate powered industrial truck operators.

4 KEY RESPONSIBILITIES

4.1 MANAGER/SUPERVISOR

4.1.1 Shall ensure each powered industrial truck operator demonstrates the knowledge and skills necessary to operate equipment safely

4.2 SUPERVISOR/MANGER RESPONSIBILITIES

4.2.1 Ensure operators are trained and competent.
4.2.2 Ensure that operators have a valid MVR on file and have completed the Gallant Drivers Safety Course.
4.2.3 Ensure workplace hazard assessments are conducted for PIT operations.
4.2.4 Ensure PIT inspections are conducted each shift.
4.2.5 Ensure operators are evaluated at least once every three years.
4.2.6 Remove unsafe equipment from service immediately.
4.2.7 Ensure traffic management controls are established where pedestrians and PITs interact.
4.2.8 Investigate all PIT incidents, near misses, and property damage events.

4.3 EMPLOYEES

4.3.1 All employees must be trained by an authorized person and shall be authorized by their supervisor

4.4 EMPLOYEE RESPONSIBILITIES

4.4.1 Shall be trained and authorized to operate the specific classification of Powered Industrial Truck
4.4.2 Shall be current on applicable training.
4.4.3 Operate forklift in accordance with applicable standards and manufacture requirements.
4.4.4 Inspect forklift at the start of shift and remove from service if defects are found until they are corrected.
4.4.5 Operate forklift in a safe manner.

5 PROCEDURE

5.1 GENERAL

5.1.1 All approved forklifts shall have a manufacture's identification plate attached showing all specifications of the forklift and that the forklift is accepted by a nationally recognized testing laboratory.
5.1.2 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.
5.1.3 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.

5.1.4 The operator shall see that all nameplates, manuals and markings are in place and are maintained in a legible condition.

5.1.5 All forklifts shall be equipped with safety seat belts. All forklifts shall be equipped with a horn, backup alarm, headlights and taillight.

5.1.6 Internal combustion powered forklifts shall not be operated in enclosed or poorly ventilated areas unless adequate ventilation is provided to maintain safe atmospheric conditions. Employees exhibiting symptoms such as headache, dizziness, nausea, or weakness shall immediately report symptoms and be removed to fresh air.

5.1.7 Continuous operation of internal combustion powered forklifts in enclosed spaces may require atmospheric monitoring.

5.2 SAFETY GUARDS

5.2.1 Forklifts shall be fitted with a ROPS (Rollover Protective System) or FOPS (Fallout Protective System), as per manufactures specifications.

5.2.2 If the type of load presents a hazard to the operator, the forklift shall be equipped with a vertical load backrest extension, as per manufacture's specifications.

5.2.3 Powered industrial trucks equipped with operator restraint systems, including seat belts, shall have such systems maintained in operable condition and used at all times during operation

5.2.4 Any powered industrial truck with damaged or inoperable safety devices including seat belts, horns, warning lights, backup alarms, mirrors, cameras, brakes, steering systems, overhead guards, load backrests, or operator restraint systems shall be removed from service until repaired.

5.3 TRAINING

5.3.1 Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, and 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.

5.3.2 All operator training and evaluation shall be conducted by authorized persons who have the knowledge, documented training, and experience to train powered industrial truck operators and evaluate their competence.

5.3.3 Each operator will receive a performance evaluation at least once every three years. Additional training and evaluation shall be conducted whenever:

5.3.4 Unsafe operation is observed.

5.3.5 The operator is involved in an accident or near miss.

5.3.6 The operator receives an unfavorable evaluation.

5.3.7 Equipment classification changes.

5.3.8 The employer has reason to believe safe operation is lacking.

5.3.9 Training shall include the following topics, except in topics for locations where they are not applicable to safe operation of the truck due to classification of equipment or facility conditions.

5.3.10 Operating instructions, warnings, and precautions for the classification of truck the operator will be authorized to operate,

5.3.11 Differences between the truck and the automobile,

5.3.12 Truck controls and instrumentation:

5.3.12.1 Where they are located, what they do, and how they work,

5.3.13 Engine or motor operation,

5.3.14 Steering and maneuvering,
5.3.15 Visibility (including restrictions due to loading),
5.3.16 Fork and attachment adaptation, operation, and use limitations,
5.3.17 Vehicle capacity,
5.3.18 Vehicle stability,
5.3.19 Any vehicle inspection and maintenance that the operator will be required to perform,
5.3.20 Refueling and/or charging and recharging of batteries,
5.3.21 Operating limitations,
5.3.22 Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicles that the employee is being trained to operate,
5.3.23 Surface conditions where the vehicle will be operated,
5.3.24 Composition of loads to be carried and load stability,
5.3.25 Load manipulation, stacking, and unstacking,
5.3.26 Pedestrian traffic in areas where the vehicle will be operated,
5.3.27 Narrow aisles and other restricted places where the vehicle will be operated,
5.3.28 Hazardous (classified) locations where the vehicle will be operated,
5.3.29 Ramps and other sloped surfaces that could affect the vehicle's stability,
5.3.30 Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust,
5.3.31 Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
5.3.32 Mandatory refresher training shall be provided when unsafe operations are observed, after an incident, if operating a different vehicle type, changes in conditions or any time Gallant feels an operator requires refresher training.

5.4 QUALIFICATION

5.4.1 The trainer shall qualify in writing that each operator has been trained and evaluated as required.
5.4.2 The qualification 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.
5.4.3 Qualification Card shall be with the operator at all times while operating the equipment and, shall be made available upon request.

6 OPERATIONS

6.1 GENERAL

6.1.1 All operators shall wear a safety seat belt when operating a forklift.
6.1.2 Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
6.1.3 No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
6.1.4 Operators shall maintain a safe separation from pedestrians with spotter/flagger controlled exclusion zones or barricades.
6.1.5 Spotters shall be used when visibility is restricted, operating tight areas, or in high pedestrian traffic areas.
6.1.6 Unauthorized personnel shall not be permitted to operate forklifts.
6.1.7 No riders or passengers are permitted.

6.1.8 It is prohibited for arms or legs to be placed between the uprights of the mast or outside the running lines of the forklift.

6.1.9 Wheels shall be blocked if the forklift is parked on an incline.

6.1.10 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.

6.1.11 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.

6.1.12 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.

6.1.13 A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car.

6.1.14 Forklifts shall not be used for opening or closing freight doors.

6.1.15 Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading.

6.1.16 Wheel chocks or positive restraint systems shall be used for tractor trailers.

6.1.17 Fixed jacks (in addition to landing gear) shall be in place to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor.

6.1.18 The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weaknesses before they are driven onto.

6.1.19 There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.

6.1.20 ROPS or FOPS shall be used as protection against falling objects.

6.1.21 ROPS or FOPS 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.

6.1.22 Fire aisles, access to stairways, and fire equipment shall be kept clear.

6.1.23 Powered Industrial Trucks shall not be used to elevate personnel unless specifically authorized by the Corporate Safety Department and conducted in accordance with 29 CFR 1910.178.

6.2 TRAVELING

6.2.1 Operators shall sound the horn at blind intersections, doorways, and obstructed areas.

6.2.2 If the load being carried obstructs forward view, the operator shall be required to travel with the load trailing.

6.2.3 The operator shall be required to look in the direction of, and keep a clear view of the path of travel.

6.2.4 Grades shall be ascended or descended slowly.

6.2.5 When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade.

6.2.6 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.

6.2.7 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.

6.2.8 Stunt driving and horseplay are prohibited.

6.2.9 The operator shall slow down for wet and slippery floors.

6.2.10 Dock board or bridge plates shall be properly secured before they are driven over.

6.2.11 Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.

6.2.12 While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion.

6.2.13 Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

6.3 LOADING

6.3.1 Only stable or safely arranged loads shall be handled.
6.3.2 Caution shall be exercised when handling off-center loads, which cannot be centered.
6.3.3 Only loads within the rated capacity of the forklift shall be handled.
6.3.4 Forklifts equipped with attachments shall be operated as partially loaded forklifts when not handling a load.
6.3.5 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.
6.3.6 Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
6.3.7 Tilting forward with load engaging means elevated shall be prohibited except to pick up a load.
6.3.8 An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack.
6.3.9 When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

6.4 OPERATION OF THE TRUCK

6.4.1 Powered industrial trucks shall be inspected before each shift. Inspections shall be documented using a pre-shift inspection checklist. Documentation shall be retained in accordance with company record retention requirements.

6.4.2 Inspection Criteria:

6.4.3 Tires and wheels
6.4.4 Forks shall be inspected for:

6.4.4.1 Cracks
6.4.4.2 Bending
6.4.4.3 Excessive wear
6.4.4.4 Uneven fork tips
6.4.4.5 Damaged locking devices

6.4.5 Attachments
6.4.6 Chains and load rollers
6.4.7 Mast condition
6.4.8 Hydraulic systems
6.4.9 Controls
6.4.10 Steering
6.4.11 Brakes
6.4.12 Horn
6.4.13 Lights
6.4.14 Backup alarms
6.4.15 Seat belts
6.4.16 Operator restraint systems
6.4.17 Warning decals
6.4.18 Fluid leaks

6.4.19 Battery condition and electrolyte levels

6.4.20 LPG cylinders and fitting

6.4.21 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.

6.4.22 Fuel tanks shall not be filled while the engine is running.

6.4.23 Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.

6.4.24 When fueling with Liquefied Petroleum Gas (LPG), precautions and handling requirements set forth in the "Safe Handling of LPG" program shall be followed.

6.4.25 No forklift shall be operated with a leak in the fuel system.

6.4.26 Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

6.4.27 Operator must verify trailer chocks, supports, and dock plates are secured prior to loading/unloading.

6.5 MAINTENANCE OF FORKLIFTS

6.5.1 Only authorized personnel shall perform maintenance, and make repairs.

6.5.2 Those repairs to the fuel and ignition systems of forklifts, which involve fire hazards, shall be conducted only in locations designated for such repairs.

6.5.3 Forklifts in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.

6.5.4 Only parts equivalent with those used in the original design shall replace all parts of any forklift requiring replacement parts.

6.5.5 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.

6.5.6 Additional counter weighting of fork trucks shall not be done unless approved by the truck manufacturer.

6.5.7 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.

6.5.8 Where forklifts are used on a round-the-clock basis, they shall be inspected before each shift.

6.5.9 Defects when found shall be immediately reported to the supervisor, and corrected before operating the forklift.

6.5.10 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.

6.5.11 Forklifts shall be kept in a clean condition, free of lint, excess oil, and grease.

6.5.12 Noncombustible agents, where at all possible, shall be used for cleaning trucks.

6.5.13 Low flash point (below 100 degrees F.) solvents shall not be used.

6.5.14 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.

6.6 Loading Dock Operations

6.6.1 Dockboards and bridge plates shall be secured before use.

6.6.2 The rated capacity of dockboards and bridge plates shall not be exceeded.

6.6.3 Trailer brakes shall be set before loading or unloading.

6.6.4 Wheel chocks or positive restraint systems shall be used.

6.6.5 Forklifts shall maintain a safe distance from dock edges.