

Apprentice & Journeymen Training Trust Fund Of the Southern California Plumbing & Piping Industry

Forklift Operator Policy & Procedure

1. Forklift operator must be trained and certified through the A&J Forklift Training Program.
2. Operator must have an A&J Forklift Operator certification card on hand while operating.
3. ANSI Z87 rated safety glasses, with side shields, must be worn during all forklift operations. If corrective lenses are indicated on your State Driver's License, as a forklift operator, corrective lenses must be worn.
4. Forklift must be inspected daily, before use, and at the beginning of each shift.
5. Weekly Inspection Log must be filled out daily and kept in the Forklift Owner's Manual compartment. Log must be signed, dated and returned to Supervisor at end of week for record retention.
6. If forklift is found to be unsafe, report to Supervisor immediately. Forklift must be **red tagged** and taken out of service until it has been made safe.
7. Forklift must be used for loading, unloading, transporting and stacking of equipment & materials.
8. Use of forklift or its components as a fab table or cutting station is **NOT** permitted.
9. Unsafe operation and horseplay is **NOT** permitted.
10. Three points of contact must be used when entering or exiting the forklift.
11. Seat belt must be worn at all times.
12. Riders are **NOT** permitted anywhere on forklift or load.
13. Tools, material and/or load are **NOT** permitted in cab or stacked on back of forklift. Cab must be clear of all obstructions.
14. Loads must be secured to back rest with rope, ratchet straps, etc. when load is awkward, unstable, has a high center of gravity or when there is potential for the loads' weight to shift.
15. Forklift operating speed must be kept at a walking pace while in fab shops or transporting loads.
16. Loads must be carried 6" from the ground or as close to the ground as safely possible.
17. Parking lot posted speed must be followed and cutting across parking lots is **NOT** permitted.
18. A distance of at least three (3) car lengths must be kept between forklift and other vehicles.
19. Passing other vehicles is **NOT** permitted.
20. Pedestrians always have the right of way, and make sure pedestrians are aware of your presence.
21. Operator must stop and sound horn at all intersections, walkways and blind corners.
22. Lights must be used at night, in low light conditions and/or while operating on public streets.
23. If forward view is obstructed by load, operator is required to travel in reverse, with load trailing.
24. When load extends outside of forklift, running lines or when working in close quarters to equipment, structures and/or vehicles, a spotter must be utilized.
25. When operating on grades, forklift must be driven with load facing up grade.
26. When leaving forklift unattended (in this order):
 - Brakes set; Mast in vertical position; Forks in down position Set in neutral; Power shut off.
 - If on an incline, use wheel chocks.
27. Forklift must not be loaded in excess of rated capacity stated on data plate.
28. Modifications to forklift or its components is **NOT** permitted.
29. Only manufacturer approved accessories, such as fork extensions, may be utilized.
30. Rigging off of forks is **NOT** permitted. Only manufacturer approved attachments and accessories, including jibs, can be used for rigging operations and must be properly installed and secured.
31. Forklift must **NEVER** be left unattended in front of doors, walkways, emergency response equipment, electrical panels or shut-off valves.
32. At end of shift (in this order):
 - Forklift must be parked in designated area; Parking brake set.
 - Mast in vertical position; Forks left in down position; Set in neutral; Propane valve shut off.
 - Allow engine to stall from lack of fuel.
 - Ignition switched off.