

## **Industrial Powered Trucks/ Forklift Safety**

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August 2011

### **1.0 Purpose**

This policy has been developed to establish compliance with OSHA standard 29 CFR 1910.178 for industrial powered trucks. The Environmental Health and Safety Office has developed this policy to assure that only trained and certified employees operate industrial powered trucks (forklifts) in accordance with OSHA requirements.

### **2.0 Policy and Procedure**

#### A. Administration of Program

The Environmental Health and Safety Officer is responsible for administering the “Forklift Safety” program.

#### B. Training of Employees

A SUNY Cobleskill employee may not operate an industrial powered truck as defined in 29 CFR 1910.178 until he has satisfactorily completed a ‘classroom’ style training session, hands-on driving training, and a driving skills evaluation. The EH&S officer is responsible for overseeing the training of employees.

#### C. Frequency of Training

An employee must be trained before operating an industrial powered truck. Re-training is required when an employee is involved in an accident or near miss, is observed driving in an unsafe manner, when workplace conditions change, when a new piece of equipment is introduced, and every 3 years.

#### D. Certified Operators

A roster of currently certified individuals will be maintained in the EH&S office.

### **3.0 Specific Responsibilities**

Environmental Health & Safety Office

- Administer this program
- Oversee training and re-training of employees
- Maintain training records and roster of certified individuals
- Evaluate equipment related safety concerns
- Remove equipment from use when it cannot be operated safely

## Employees

- Prohibit uncertified employees from operating industrial powered trucks
- Participate in all required training session
- Perform inspections of equipment prior to daily operation
- Immediately report equipment related safety concerns to the EH&S Officer

## Forklift Safety & Operation Training

1. Anyone who has a valid driver's license can operate a lift truck.  
1. True      2. False
  
2. Which of the following is NOT a type of lift truck?  
1. Gasoline powered      2. Diesel powered      3. Air-cooled powered      4. Electric powered
  
3. The three major parts of a lift truck are the body (truck), overhead guard, and hydraulic lift.  
1. True      2. False
  
4. The gauge on the right is a/an:  
1. Gas gauge      2. Amperes gauge      3. Oil gauge      4. Total hour meter      5. None of the above
  
5. All industrial trucks (lift trucks) are equipped with a clutch.  
1. True      2. False
  
6. All industrial trucks (lift trucks) are equipped with controls which allow you to raise / lower and tilt the forks.  
1. True      2. False
  
7. The load capacity of a truck can be found on its data plate.  
1. True      2. False
  
8. Lift trucks use a hydraulic cylinder attached to chains to raise and lower the forks.  
1. True      2. False
  
9. Rear wheel steering is used on lift trucks because it gives the operator greater control when using the forks.  
1. True      2. False
  
10. The front wheels of a lift truck serve as the \_\_\_\_\_ between the weight of the truck and the weight of the load being carried.  
1. Balance Point      2. Fulcrum Point      3. Center of Gravity      4. Seesaw Center
  
11. In order to solve an Inch Pound Equation, you must use information provided on a truck's data plate.  
1. True      2. False
  
12. Of the three load positions illustrated above, which is most stable?  
1      2      3
  
13. When transporting a load, you should not raise your load more than 8" from the ground.  
1. True      2. False
  
14. If the lift mechanism on your lift fails, you should try to repair the chains or hydraulic system yourself.  
1. True      2. False
  
15. Wide and long loads are more unstable than other types of loads.  
1. True      2. False
  
16. What is wrong with this illustration?  
1. Driving in the wrong direction  
2. Load is too high  
3. Nothing
  
17. You can drive a lift truck over any type of surface.  
1. True      2. False

- 18.** Before loading or unloading a trailer at a loading dock, you should:
1. Inspect the floor of the trailer to ensure that it will support the lift truck and the load.
  2. Chock the wheels of the trailer.
  3. Make sure that dock plates, boards, and ramps are in place and secure.
  4. All of the above.
- 19.** When parking or leaving your truck, you should:
1. Park or leave your truck in a safe area away from traffic.
  2. Lower the forks until they are flat on the floor.
  3. Turn off the engine.
  4. Set the parking brake.
  5. Set the directional control to neutral.
  6. All of the above.
- 20.** You can place your hands and feet outside of the operator's compartment, as long as your head and body are protected.
1. True
  2. False
- 21.** If your truck starts to tip over:
1. Don't Jump
  2. Stay in your seat
  3. Grip the wheel securely
  4. Brace yourself with your feet
  5. All of the above
- 22.** You can stand under the forks, if the engine of the lift truck is turned off.
1. True
  2. False
- 23.** It is safe to give someone a ride on your lift truck.
1. True
  2. False
- 24.** The most important safety device on your lift truck is \_\_\_\_\_
1. Horn
  2. Seat Belt
  3. Warning Light
  4. Backup Alarm
  5. You
- 25.** A brake pedal that sinks to the floor under continued pressure is in good operating condition.
1. True
  2. False
- 26.** Always check the air pressure in tires from the side, not by facing the tread.
1. True
  2. False
- 27.** Which of the following should NOT be allowed during the refueling or recharging process?
1. Park your lift truck in a designated refueling / recharging area.
  2. Do not block doorways or access to production or emergency equipment.
  3. Keep a flame burning nearby to burn off unwanted vapors or gases.
  4. Check to see that there is a fire extinguisher nearby.

**PERFORMANCE TEST FOR FORKLIFT OPERATORS**

Date:

Evaluator:

Name			
SKILLS: Forklift Classification			
Follow instructions for inspection (test all controls and horn before starting)			
Used seat belt			
Showed familiarity with truck controls			
Used proper signals when turning			
Slowed down at intersections			
Sounded horn at intersections			
Obedied signs			
Maintained clear view in direction of travel			
Turned corners correctly- aware of rear end swing			
Yielded to pedestrians			
Drove under control at the pace of a quick walk			
Drove within the proper aisle space			
Approached load properly (stop 12" before load)			
Adjusted forks (if necessary)			
Checked load weights			
Forks under load all the way			
Lifted load properly			
Load balanced properly			
Traveled with load at proper height (tilt mast back & forks a few inches above ground)			
Maneuvered safely with load			
Lowered load smoothly/ slowly			
Stacked loads evenly and neatly			
Placed loads within marked area			
Checked dock plates/ramps			
Drove backwards when required			
Used backup alarm or sounded horn			
Stopped smoothly & completely			
Placed forks on the ground when parked, controls in neutral position, set brake, power off			

Forklift used for skill testing: \_\_\_\_\_