

Section 40 Brieser Construction SH&E Manual

November 17

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All employees who operate or anticipate operating a forklift during their employment must complete forklift safety training and comply with this program. The following requirements are incorporated into the forklift safety program.

**Powered
Industrial
Trucks**

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POWERED INDUSTRIAL TRUCKS

Brieser Construction

I. Purpose

All employees who operate or anticipate operating a forklift during their employment must complete forklift safety training and comply with this program. The following requirements are incorporated into the forklift safety program.

Scope

II. Responsibilities

The Program Administrator: Brieser Safety Manager

This person is responsible for:

- Issuing and administering this program and making sure that it satisfies all applicable federal, state and local requirements.
- Ensuring that employees receive initial, refresher training or the required 3 yr. evaluation.
- Maintaining training records for all employees included in the training sessions
- Ensuring all necessary inspections are maintained by conducting field audits.

Equipment Manager

These people are responsible for:

- Ensuring daily use inspections are conducted.
- Ensuring that forklifts are repaired when malfunctioning
- Maintaining documentation for any attachments that are used on forklifts
- Maintaining forklift equipment
- Ensuring manufacturer's recommended preventative maintenance is performed

Project Managers, Superintendents and Foremen

These people are responsible for:

- Review any current revision of the Powered Industrial Truck policy prior to implementation.
- Ensuring personnel assigned to operate Forklifts are sufficiently trained.
- Performance of proper planning, pre-use inspection, safe and correct forklift loading practices.

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- Ensuring employees receive their 3 yr. evaluation
- Ensuring employees attend refresher training

Forklift Operator

These people are responsible for:

- Not engaging in any practice that could divert attention while actually engaged in forklift operation.
- Being physically or otherwise fit for the proficient and safe operation of any forklifts under his/her controls.
- Attend and pass forklift safety training
- Attend and pass forklift refresher training
- Attend and demonstrate an operator evaluation at least every three years
- Operate and maintain their forklift in a safe manner according to their training.
- Document a daily equipment inspection form and report all problems to their supervisor

III. Definitions

Powered Industrial Trucks – The American Society of Mechanical Engineers (ASME) defines a powered industrial truck as a mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials. Powered industrial trucks, often called forklifts or lift trucks, can be ridden or controlled by a walking operator. Excluded from the OSHA standard are vehicles used for earth moving or over-the-road haulage. Specialized equipment used in the construction industry includes rough terrain straight-mast and extended-reach forklift trucks.

Refresher Training – Refresher training is required when the operator has been observed driving unsafely, been involved in an accident or near-miss, received an evaluation that indicates unsafe operation, is assigned to drive a different type truck, or if a workplace condition affecting safe operation changes. An operator evaluation is required after refresher training.

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

Certified – Brieser will certify that each operator has been trained and evaluated as required by the standard. The certification includes; the name of the operator, the date of training, the date of evaluation, and the identity of the person(s) performing the training or evaluation.

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Material Handling – The process of moving material using devices that are not classified as rigging and lifting tools. (i.e. be moving material using carts, forklifts, pallet jacks, dollies and rope).

IV. General Requirements

- All certified and trained operators must ensure proof of current authorization/license by verifying on their status on the company website via the training matrix.
- Store and handle liquid fuels such as gasoline and diesel in accordance with Flammable and Combustible Liquids Code.
- Turn off engine before filling fuel tanks.
- Ensure the seat belt is securely fastened before operation
- Do not stand or pass under the elevated portion of any forklift.
- Passengers are prohibited from riding on forklifts.
- Do not place arms or legs between the uprights of the mast or outside the running lines of the truck.
- A forklift is considered unattended when the operator is 25 feet or more away from the vehicle and it remains in his view, or whenever the operator leaves the vehicle and it is not in his view. When a forklift is left unattended: fully lower load-engaging means, neutralize controls, shut off power and set brakes.
- When the forklift operator is dismounted, within 25 feet and in view of the forklift, then fully lower the engaging means, neutralize the controls and set the brakes to prevent movement.
- Maintain a safe distance from the edge of ramps or platforms while on any elevated dock or platform.
- Forklifts are not to be used to open or close freight doors.
- Where general lighting is less than two lumens per square foot, provide auxiliary directional lighting on the truck.
- Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
- Set brakes and block wheels to prevent movement of trucks and trailers while loading or unloading. The truck operator is required to check the blocks personally.
- Check the flooring of trucks and trailers for breaks and weakness before loading or unloading.
- Check for sufficient headroom under overhead hazards such as lights, pipes or sprinkler systems.
- Use only approved forklifts in hazardous locations.
- Whenever a truck is equipped with a lifting carriage or forks for lifting personnel, take the following precautions: use safety platform firmly secured to the lifting carriage and/or forks, provide means whereby personnel on the platform can shut off power to the truck,

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provide protection from falling objects, and keep fire aisles, access to stairways and fire equipment clear.

- Whenever a truck is equipped with attachments that are designed for lifting loads. Section 33 may need to be consulted if rigging equipment will be involved. All truck attachments shall be inspected, and designed for the specific truck you are using.

V. Handling and Moving with the Load

- Only pick up stable and safely arranged loads within the rated capacity of the forklift.
- Adjust long or high (including multiple tiered) loads, which may affect capacity.
- Square up on the center of the load and approach it straight with forks in traveling position.
- Stop when the tips of the forks are about a foot away from the load.
- Level the forks and slowly drive forward until the load is resting against the backrest.
- Lift the load high enough to clear whatever is under it. Carefully tilt the mast back to stabilize the load.
- Starts and stops should be gradual.
- Observe all traffic regulations and keep forklift under control at all times.
- Reduce speed and sound horn at cross aisles and other locations where vision is obstructed.
- Pedestrians have the right-of-way. Always be aware of their presence especially in aisles and doorways.
- Do not drive forklift up to anyone standing in front of a bench or other fixed object.
- Keep a clear view of the path of travel. Always look in the direction of travel.
- Always travel with a load tilted slightly back for added stability. Do not lift or lower the load when the forklift is in motion.
- Travel with the load at a height of four to six inches at the tips and two inches at the heels to clear most uneven surfaces and avoid debris.
- Horseplay is not permitted.
- Slow down for wet, slippery or uneven floors.
- Avoid running over loose objects on the roadway surface.
- Properly secure dock boards and bridge plates before driving over them. Drive over slowly and never exceed their rated capacity.
- Drive in reverse rather than looking around the load if you are unable to see over it.
- Travel down inclines in reverse and up inclines going forward. Ascend and descend grades slowly. If the grade is in excess of 10 percent, drive with load upgrade.

VI. Steering

- Never make a turn at normal traveling speed, always slow down to maintain balance.

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- Stay wide when turning into an aisle to help clear the sides and square up with the destination.
- Allow enough room for forks to clear the sides before turning, when backing out of an aisle.

VII. Setting the Load Down

- Square up and stop about a foot away.
- Level the forks and then drive the rest of the way in.
- Lower the load.
- Tilt the forks slightly forward to avoid hooking the load.
- Look over both shoulders and back straight out until the forks clear the pallet.

VIII. Battery Handling

- Locate battery charging installations in designated areas that provide flushing and neutralizing of spilled electrolyte, fire protection, protection of charging apparatus, damage by trucks and adequate ventilation for dispersal of battery gassing fumes.
- Battery handling equipment and a carboy tilter or siphon for handling electrolyte should be provided.
- Smoking is prohibited in the designated area.
- When charging batteries, pour acid into water; not water into acid.
- Properly position forklift and apply brake before attempting to change or charge batteries.
- Properly position and secure reinstalled batteries in the forklift.
- Ensure vent caps are functioning and the battery (or compartment) cover(s) are open to dissipate heat.
- Prevent open flames, sparks or electric arcs in battery charging areas.
- Keep tools and other metallic objects away from the top of uncovered batteries.

IX. LP Gas Handling

- Storage of fuel containers must be outside.
- The container shutoff valve must be closed after the shift or when the vehicle is out of service.
- After changing fuel containers, the driver should check for leaks.
- A properly adjusted engine burning L-P gas will generally produce a substantially lower concentration of carbon monoxide.
- If the carbon monoxide concentration is suspicious, air monitoring will be utilized. The ACGIH TLV is 50 PPM of carbon monoxide for an eight-hour exposure.

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X. Inspection & Maintenance

- Ensure that a Daily Equipment Inspection is conducted prior to use
- All repairs and deficiencies noted on the inspection document shall be reported to your supervisor to determine if the truck should be taken out of service.

- Only employees authorized and trained in the proper process of forklift maintenance can do maintenance on company units.
- Do not use open flames to check for electrolyte level in storage batteries or liquid fuel level in tanks.
- Conduct repairs to fuel and ignition systems of forklifts, which involve fire hazards in designated locations.
- Disconnect batteries prior to repairing electrical systems.
- Use only replacement parts equivalent with those in the original design.
- Do not alter the relative positions of various parts from what they were received from the manufacturer. Do not add any parts not supplied by the manufacturer nor delete any parts supplied by the manufacturer (no additional counterweighing of forklifts unless approved by the manufacturer).
- Keep forklift mufflers in proper working condition and free of debris.
- Keep the forklift in clean condition, free of lint, excess oil and grease.
- Never pick up and drive a forklift left for maintenance without checking with maintenance to make sure the service or repair has in fact been completed.

XI. Training Procedure

1. Only authorized and trained personnel should be permitted to operate a lift truck.
2. Only trained personnel are permitted to operate powered industrial (fork lift) trucks. All new operators will receive training which includes formal instruction, practical training and evaluation of the operator's performance in the workplace. This training will be conducted by a competent trainer and will cover the topics required in OSHA 1910.178 (1) (3). Including:
 - a. Load Capacity ratings
 - b. Manufacturer's instructions or Operators' Manual
 - c. Safe distances from the edge of ramps or platforms
 - d. Refueling and/or charging or recharging of batteries
 - e. Visibility limitations during loading and unloading
 - f. Prohibited use of additional counterweight
3. An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three years. If an operator has previously received training and such training is appropriate to the truck and working conditions encountered, additional training is not required if the operator has been evaluated and found competent to operate the truck safely.

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4. Refresher training in relevant topics shall be provided to the operator when:
 - a. The operator has been observed to operate the vehicle in an unsafe manner;
 - i. The operator has been involved in an accident or near-miss incident;
 - ii. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
 - iii. The operator is assigned to drive a different type of truck; or
 - iv. A condition in the workplace changes in a manner that could affect safe operation of the truck.
5. Certification that each operator has been trained and evaluated will be maintained. The certification will 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 or evaluation.

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XII. Attachments

Attachment 1, Operator Evaluation

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XIII. Attachment 1- Operator Evaluation Form

Instructions: Use this checklist during the field session to evaluate operator proficiency. It can also be used for period evaluation to ensure that operators are continuing to operate forklifts properly.

Operator Name	Evaluator Name
Date of Evaluation	Equipment Operated

OPERATOR BEHAVIORS	RATING	COMMENTS
Pre-use Inspection		
1. Follow Operator's Daily Checklist.	GOOD N/A	FAIR POOR
2. Look for Damage.	GOOD N/A	FAIR POOR
3. Document all findings on the checklist	GOOD N/A	FAIR POOR
Picking Up The Load		
1. Square up on the center of the load.	GOOD N/A	FAIR POOR
2. Stop with the fork tips about 1 foot from the load.	GOOD N/A	FAIR POOR
3. Clear personnel from the area near the load.	GOOD N/A	FAIR POOR
4. Level the forks; then slowly drive forward until the load contacts the carriage.	GOOD N/A	FAIR POOR
5. Lift the load carefully and smoothly until it is clear.	GOOD N/A	FAIR POOR
6. Tilt the mast back slightly to stabilize the load.	GOOD N/A	FAIR POOR
7. Look over both shoulders.	GOOD N/A	FAIR POOR
8. After out and stopped, lower the load to travel height.	GOOD N/A	FAIR POOR
Traveling		
1. Do not raise or lower the load and forks while traveling.	GOOD N/A	FAIR POOR
2. Maintain a safe speed.	GOOD N/A	FAIR POOR
3. Observe all traffic rules, warning signs,	GOOD	FAIR POOR

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floor load limits and overhead clearances.	N/A			
4. Keep arms and legs inside the forklift.	GOOD N/A	FAIR	POOR	
5. Follow other vehicles at safe distance.	GOOD N/A	FAIR	POOR	
6. Slow down when cornering.	GOOD N/A	FAIR	POOR	
7. Use the horn to alert others.	GOOD N/A	FAIR	POOR	
8. Travel with the load facing uphill while on a ramp or incline.	GOOD N/A	FAIR	POOR	
9. Stop smoothly.	GOOD N/A	FAIR	POOR	
Putting Down A Load				
1. Make sure there is sufficient clearance for the load.	GOOD N/A	FAIR	POOR	
2. Clear personnel from the area near the load.	GOOD N/A	FAIR	POOR	
3. Square up to the location; then stop about 1 foot away.	GOOD N/A	FAIR	POOR	
4. Raise the load to placement level.	GOOD N/A	FAIR	POOR	
5. Move slowly forward.	GOOD N/A	FAIR	POOR	
6. If the load is on a pallet, lower it into position and lower the forks further.	GOOD N/A	FAIR	POOR	
7. Look over both shoulders before backing out.	GOOD N/A	FAIR	POOR	
8. Back straight out until the forks have cleared.	GOOD N/A	FAIR	POOR	
9. Lower the forks to traveling position.	GOOD N/A	FAIR	POOR	
Parking				
1. Fully lower the forks.	GOOD N/A	FAIR	POOR	
2. Neutralize the controls.	GOOD N/A	FAIR	POOR	
3. Set the brakes.	GOOD N/A	FAIR	POOR	
4. Turn off the power.	GOOD N/A	FAIR	POOR	
5. If parked on an incline, block the wheels.	GOOD N/A	FAIR	POOR	
6. Park only in authorized areas.	GOOD N/A	FAIR	POOR	

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Fueling And Battery Recharging				
1. Engine off.	GOOD N/A	FAIR	POOR	
2. Fire extinguisher nearby.	GOOD N/A	FAIR	POOR	
3. Proper personal protective equipment worn.	GOOD N/A	FAIR	POOR	
4. Safe fueling and battery recharging procedures followed.	GOOD N/A	FAIR	POOR	
5. Spills cleaned up immediately.	GOOD N/A	FAIR	POOR	

<p>Based on my evaluation, the operator has successfully completed the evaluation and is qualified to operate the following equipment:</p>
<p>Based on my evaluation, the operator has not demonstrated competence in operating the following equipment:</p>

Evaluator Signature: _____

Operator Signature: _____

**BRIESER CONSTRUCTION
SAFETY & HEALTH MANUAL
SECTION 40
POWERED INDUSTRIAL TRUCK
SUB-SECTION
XIV. Training**

ATTENDANCE ROSTER
Brieser Construction

EMPLOYEE NAME (Print or Type)	EMPLOYEE SIGNATURE	TRADE	JOB TITLE
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Brieser Construction
Section 33 Test

Score: %

Employees Name:		Date:	
Company:		Instructor:	
		Job Title:	

Answer the following questions "True" or "False" by circling the appropriate letter.

- T** **F** 1. A Signalman should be clearly identifiable. Such as wearing a safety vest.
- T** **F** 2. A Dynamometer measures wind speed?
- T** **F** 3. Rated Capacity means; The manufacturers rated capacity. The maximum load which a piece of hoisting equipment is designed to safely carry.
- T** **F** 4. Rigging is the same as Material Handling?
- T** **F** 5. Fabrication or modification of rigging devices (tools), or special rigging and lifting equipment outside the control of the company engineering programs is not permitted?
- T** **F** 6. It is not necessary to obtain a record of approval stamped by the (customer) resident Engineer to be filed in the Brieser job if I am rigging from permanently installed plant system components at or associated supports (e.g., cable trays, cable tray supports, piping, snubbers)?
- T** **F** 7. Work shall NEVER be performed on or under a suspended load?
- T** **F** 8. Rigging shall be centered in hook?
- T** **F** 9. An illustration of the signals shall be provided at the job site?
- T** **F** 10. Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded?

Brieser Construction
Section 33 Test

Answers

- | | | |
|----------|----------|---|
| <i>T</i> | <i>F</i> | 1. A Signalmen should be clearly identifiable. Such as wearing a safety vest. |
| <i>T</i> | <i>F</i> | 2. A Dynamometer measures wind speed? Pg. 6 |
| <i>T</i> | <i>F</i> | 3. Rated Capacity means; The manufacturers rated capacity. The maximum load which a piece of hoisting equipment is designed to safely carry. |
| <i>T</i> | <i>F</i> | 4. Rigging is the same as Material Handling? Pg. 6 Definition |
| <i>T</i> | <i>F</i> | 5. Fabrication or modification of rigging devices (tools), or special rigging and lifting equipment outside the control of the company engineering programs is not permitted? |
| <i>T</i> | <i>F</i> | 6. It is not necessary to obtain a record of approval stamped by the (customer) resident Engineer to be filed in the Brieser job if I am rigging from permanently installed plant system components at or associated supports (e.g., cable trays, cable tray supports, piping, snubbers)? Pg.10 |
| <i>T</i> | <i>F</i> | 7. Work shall NEVER be performed on or under a suspended load? Pg. 10 |
| <i>T</i> | <i>F</i> | 8. Rigging shall be centered in hook? |
| <i>T</i> | <i>F</i> | 9. An illustration of the signals shall be provided at the job site? |
| <i>T</i> | <i>F</i> | 10. Any overhead wire shall be considered to be an energized line unless and until the person owning such line or the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded? |