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Applicable OSHA Standards: 29 CFR 1910.178

1. Purpose & Scope

- 1.1. This policy contains safety requirements relating to maintenance, and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.
- 1.2. This policy applies to all employees and subcontractors working within Absolute Pipeline Maintenance & Consulting controlled job sites.

2. General Procedures

- 2.1. Only trained and authorized operators will be permitted to operate a powered industrial truck. The Company will ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely. This will be demonstrated by the successful completion of the training and evaluation specified in this program.
- 2.2. Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the Company will ensure that each operator has successfully completed the training required by this program.
- 2.3. All operators must be certified through the Company's forklift operator certification program.
- 2.4. Modifications and additions which affect capacity and safe operation will not be performed by the customer or user without manufacturer's prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals will be changed accordingly.
- 2.5. If the truck is equipped with front-end attachments other than factory installed attachments, the user will request that the truck be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
- 2.6. The operator or a designated qualified person will perform a daily or pre-shift inspection of the forklift to confirm that it is safe to use. This will be documented on the *Forklift Safety Inspection Form* (included as an attachment).
- 2.7. The user will see that all nameplates and markings are in place and are maintained in a legible condition.
- 2.8. Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting will be provided on the truck.
- 2.9. The brakes of highway trucks will be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.

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- 2.10. 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.
- 2.11. Wheel stops or other recognized positive protection will be provided to prevent railroad cars from moving during loading or unloading operations.
- 2.12. Fork trucks will not be driven up to anyone standing in front of a bench or other fixed object.
- 2.13. No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- 2.14. Unauthorized personnel will not be permitted to ride on powered industrial trucks. A safe place to ride will be provided where riding of trucks is authorized.
- 2.15. Do not place arms or legs between the uprights of the mast or outside the running lines of the truck.
- 2.16. When a powered industrial truck is left unattended, load engaging means will be fully lowered, controls will be neutralized, power will be shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline.
- 2.17. A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
- 2.18. When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.
- 2.19. A safe distance will be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Trucks will not be used for opening or closing freight doors.
- 2.20. Only approved industrial trucks will be used in hazardous locations.

3. Traveling

- 3.1. All traffic regulations will be observed, including authorized plant speed limits. A safe distance will be maintained approximately three truck lengths from the truck ahead, and the truck will be kept under control at all times.
- 3.2. The right of way will be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
- 3.3. Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations will not be passed.

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- 3.4. The driver is required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver will be required to travel with the load trailing.
- 3.5. Railroad tracks will be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- 3.6. The driver is required to look in the direction of, and keep a clear view of the path of travel.
- 3.7. Grades will be ascended or descended slowly.
- 3.8. When ascending or descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade.
- 3.9. On all grades the load and load engaging means will be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- 3.10. Under all travel conditions the truck will be operated at a speed that will permit it to be brought to a stop in a safe manner.
- 3.11. Stunt driving and horseplay will not be permitted.
- 3.12. The driver is required to slow down for wet and slippery floors.
- 3.13. Dock board or bridge plates, will be properly secured before they are driven over. Dock board or bridge plates will be driven over carefully and slowly and their rated capacity never exceeded.
- 3.14. Running over loose objects on the roadway surface will be avoided.
- 3.15. While negotiating turns, speed will be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel will be turned at a moderate, even rate.

4. **Loading**

- 4.1. Only stable or safely arranged loads will be handled. Caution will be exercised when handling off-center loads which cannot be centered.
- 4.2. Only loads within the rated capacity of the truck will be handled.
- 4.3. The long or high (including multiple-tiered) loads which may affect capacity will be adjusted.
- 4.4. Trucks equipped with attachments will be operated as partially loaded trucks when not handling a load.

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- 4.5. Extreme care will be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated will be prohibited except to pick up a load. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load will be used.

5. Operation of the Truck

- 5.1. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck will be taken out of service until it has been restored to safe operating condition.
- 5.2. Fuel tanks will not be filled while the engine is running. Spillage will be avoided.
- 5.3. Spillage of oil or fuel will be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- 5.4. No truck will be operated with a leak in the fuel system until the leak has been corrected.
- 5.5. Open flames will not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

6. Maintenance of Industrial Trucks

- 6.1. Any power-operated industrial truck not in safe operating condition will be removed from service. All repairs will be made by authorized personnel.
- 6.2. Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards will be conducted only in locations designated for such repairs.
- 6.3. Trucks in need of repairs to the electrical system will have the battery disconnected prior to such repairs.
- 6.4. All parts of any such industrial truck requiring replacement will be replaced only by parts equivalent as to safety with those used in the original design.
- 6.5. Industrial trucks will 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 will they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counterweighting of fork trucks will not be done unless approved by the truck manufacturer.
- 6.6. Industrial trucks will be examined before being placed in service, and will not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination will be made at least daily. Where industrial trucks are used on a round-the-clock basis, they will be examined after each shift. Defects when found will be immediately reported and corrected.

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- 6.7. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle will be removed from service and not returned to service until the cause for such overheating has been eliminated.
- 6.8. Industrial trucks will be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 deg. F.) solvents will not be used. High flash point (at or above 100 deg. F.) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard will be consonant with the agent or solvent used.

7. Training

- 7.1. All operators will be trained on the contents of this policy:
 - 7.1.1. Before initial assignment;
 - 7.1.2. At least annually thereafter, and as required according to circumstances explained below;
 - 7.1.3. When an operator is involved in an incident with a fork truck, or when remedial training is required as explained below.
- 7.2. Training will 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.
- 7.3. All operator training and evaluation will be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
- 7.4. Powered industrial truck operators will receive initial training in the following topics, except in topics that the Company can demonstrate are not applicable to safe operation of the truck in the Company workplace.
 - 7.4.1. Truck-related topics:
 - 7.4.1.1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
 - 7.4.1.2. Differences between the truck and the automobile;
 - 7.4.1.3. Truck controls and instrumentation: where they are located, what they do, and how they work;
 - 7.4.1.4. Engine or motor operation;
 - 7.4.1.5. Steering and maneuvering;

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- 7.4.1.6. Visibility (including restrictions due to loading);
 - 7.4.1.7. Fork and attachment adaptation, operation, and use limitations;
 - 7.4.1.8. Vehicle capacity;
 - 7.4.1.9. Vehicle stability;
 - 7.4.1.10. Any vehicle inspection and maintenance that the operator will be required to perform;
 - 7.4.1.11. Refueling and/or charging and recharging of batteries;
 - 7.4.1.12. Operating limitations;
 - 7.4.1.13. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
- 7.4.2. Workplace-related topics:
- 7.4.2.1. Surface conditions where the vehicle will be operated;
 - 7.4.2.2. Composition of loads to be carried and load stability;
 - 7.4.2.3. Load manipulation, stacking, and unstacking;
 - 7.4.2.4. Pedestrian traffic in areas where the vehicle will be operated;
 - 7.4.2.5. Narrow aisles and other restricted places where the vehicle will be operated;
 - 7.4.2.6. Hazardous (classified) locations where the vehicle will be operated;
 - 7.4.2.7. Ramps and other sloped surfaces that could affect the vehicle's stability;
 - 7.4.2.8. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
 - 7.4.2.9. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
 - 7.4.2.10. The requirements of this program.
- 7.5. Refresher training, including an evaluation of the effectiveness of that training, will be conducted as to ensure that the operator has the knowledge and skills needed to

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operate the powered industrial truck safely. Refresher training in relevant topics will be provided to the operator when:

- 7.5.1. The operator has been observed to operate the vehicle in an unsafe manner;
 - 7.5.1.1. The operator has been involved in an accident or near-miss incident;
 - 7.5.1.2. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
 - 7.5.1.3. The operator is assigned to drive a different type of truck; or
 - 7.5.1.4. A condition in the workplace changes in a manner that could affect safe operation of the truck.
- 7.6. An evaluation and recertification of each powered industrial truck operator's performance will be conducted at least once every three years.
- 7.7. The Company will certify that each operator has been trained and evaluated as required by this program. 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.

Daily / Pre-Shift Forklift Safety Inspection Date _____ Unit # _____

<input type="checkbox"/>	Overhead Guard - Are there broken welds, missing bolts, or damaged areas?
<input type="checkbox"/>	Hydraulic Cylinders - Is there leakage or damage on the lift, tilt, and attachment functions of the cylinders?
<input type="checkbox"/>	Mast Assembly - Are there broken welds, cracked or bent areas, and worn or missing stops?
<input type="checkbox"/>	Lift Chains and rollers
<input type="checkbox"/>	Is there wear or damage or kinks, signs of rust, or any sign that lubrication is required?
<input type="checkbox"/>	Is there squeaking?
<input type="checkbox"/>	Forks
<input type="checkbox"/>	Are they cracked or bent , worn, or mismatched?
<input type="checkbox"/>	Is there excessive oil or water on the forks?
<input type="checkbox"/>	Tires - What do the tires look like?
<input type="checkbox"/>	Are there large cuts that go around the circumference of the tire?
<input type="checkbox"/>	Are there large pieces of rubber missing or separated from the rim?
<input type="checkbox"/>	Are there missing lugs?
<input type="checkbox"/>	Is there bond separation that may cause slippage?
<input type="checkbox"/>	Battery Check
<input type="checkbox"/>	Are the cell caps and terminal covers in place?
<input type="checkbox"/>	Are the cables missing insulation?
<input type="checkbox"/>	Hydraulic Fluid - Check level?
<input type="checkbox"/>	Gauges - Are they all properly working?
<input type="checkbox"/>	Steering
<input type="checkbox"/>	Is there excessive free play?
<input type="checkbox"/>	If power steering, is the pump working?
<input type="checkbox"/>	Brakes
<input type="checkbox"/>	If pedal goes all the way to the floor when you apply the service brake, that is the first indicator that the brakes are bad. Brakes should work in reverse, also.
<input type="checkbox"/>	Does the parking brake work? The truck should not be capable of movement when the parking brake is engaged.
<input type="checkbox"/>	Lights - If equipped with lights, are they working properly?
<input type="checkbox"/>	Horn - Does the horn work?
<input type="checkbox"/>	Safety seat - if the truck is equipped with a safety seat is it working?
<input type="checkbox"/>	Load Handling Attachments
<input type="checkbox"/>	Is there hesitation when hoisting or lowering the forks, when using the forward or backward tilt, or the lateral travel on the side shift?
<input type="checkbox"/>	Is there excessive oil on the cylinders?
<input type="checkbox"/>	Propane Tank - Is the tank guard bracket properly positioned and locked down?
<input type="checkbox"/>	Propane Hose
<input type="checkbox"/>	Is it damaged? It should not be frayed, pinched, kinked, or bound in any way.
<input type="checkbox"/>	Is the connector threaded on squarely and tightly?
<input type="checkbox"/>	Propane Odor - If you detect the presence of propane gas odor, turn off the tank valve and report the problem.
<input type="checkbox"/>	Engine Oil - Check levels.
<input type="checkbox"/>	Engine Coolant - Visually check the level. Note: Never remove the radiator cap to check the coolant level when the engine is running or while the engine is hot. Stand to the side and turn your face away. Always use a glove or rag to protect your hand.

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CONTINUE INSPECTION ON NEXT SHEET

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Transmission Fluid - Check levels? |
| <input type="checkbox"/> | Windshield Wipers - Do they work properly? |
| <input type="checkbox"/> | Seat Belts - Do they work? |
| <input type="checkbox"/> | Safety Door - (found on stand up rider models) Is it in place? |
| <input type="checkbox"/> | Safety Switch - (found on stand up riding tow tractors) Is it working? |
| <input type="checkbox"/> | Hand guards - (found on stand up riding tow tractors, walking pallet trucks, walking transtackers) Are they in place? |
| <input type="checkbox"/> | Tow Hook |
| <input type="checkbox"/> | Does it engage and release smoothly? |
| <input type="checkbox"/> | Does the safety catch work properly? |
| <input type="checkbox"/> | Control Lever - Does the lever operate properly? |

Comments:

Inspection performed by _____