

SECTION 10: FORKLIFT SAFETY PLAN

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10 FORKLIFT SAFETY PLAN

1. GENERAL

1.1 Authority

Regulation: 29 CFR 1910.178

1.2 Scope: This plan covers all employees, employees of contractors, and visitors who operate forklifts or who may work in or pass through an area where forklifts are present.

1.3 Policy Statement

It is the policy of Dreamline Aviation to protect employees from all hazards associated with forklift operations, to train and certify employees assigned to operate a forklift, and to comply with regulatory requirements for the safe operation of forklifts.

2. PLAN ADMINISTRATION

Table below provides the roles and contact information for the administration of the forklift operator safety plan.

Task	Contact Person	Contact Information
Director	Allan Athas	Mobile (818) 988-0029 Office (818) 302-3058
Supervisor	Albert Ramos	Mobile (818) 300-2128 Office (818) 582-4112
Supervisor	Leo Ku Rosel	Office (818) 855-2228

2.1 Plan Administrator

The plan administrator will develop and periodically review and revise the Forklift Safety Plan, develop procedures for the operation and maintenance of forklifts, and ensure that operators are trained and certified to safely operate the forklift that they are assigned. The administrator will review and update the Plan according to the requirements in this Plan.

2.2 Supervisors

Supervisors will:

- Ensure that pedestrian walkways are clearly defined by painted lines throughout the facility and marked as walkways.
- Conduct regular maintenance on the forklift vehicles and keep maintenance records for each vehicle.
- Ensure that all trucks meet national standards and bear a label indicating approval by a testing laboratory.
- Request manufacturer's approval before any modifications are made to the forklift.
- Safely conduct battery charging in locations designated for that purpose, including wearing the appropriate personal protective equipment (PPE).
- Prohibit smoking and enforce No Smoking rules.
- Make sure that smoking is prohibited in battery charging areas and ensure that any spark-producing activities are closely restricted.
- Strictly enforce all industrial truck operation procedures.
- Ensure that all authorized personnel receive training in forklift operation.
- Train all other employees on the applicable pedestrian safety rules.
- Ensure that overhead guards protect against falling objects.
- Remove any defective trucks from service.

2.3 Forklift Operator Trainer

The trainer will conduct training for forklift operators and ensure that they meet all requirements for certification for the forklift they operate. The trainer will also evaluate the effectiveness of the training program and revise the program as needed to ensure the safe operation of forklifts.

2.4 Certified Forklift Operators

All forklift operators will:

- Hold and maintain active operator certificates and operate forklifts safely.
- Inspect and maintain forklifts according to the inspection and maintenance schedule.
- Report equipment problems and unsafe conditions to a supervisor.

3. PROGRAM REVIEW AND UPDATE

This plan will be reviewed and updated:

- Annually
- When the applicable federal or state regulations change
- When operations at the facility change that require a revision to this plan
- When an accident investigation or safety audit warrant a plan revision

4. DEFINITIONS

Backrest—a vertical support above the forks that, when a load is tipped back, prevents the load from falling rearward toward the driver.

Carriage—the part of the mast where the forks and backrest are mounted.

Forklift—a powered industrial truck with a power-operated forked platform used to hoist and transport materials by means of steel forks inserted under a load.

Mast—a support member providing guideways that permit vertical movement of the carriage.

Powered industrial truck—an industrial vehicle used to carry, push, pull, lift, or stack material powered by an electric motor or an internal combustion engine, including vehicles commonly called forklift trucks, rider trucks, motorized or powered hand trucks, pallet trucks and tugs. Not included are compressed air or nonflammable compressed gas-operated industrial trucks, farm vehicles, or vehicles intended primarily for earth moving or over-the-road hauling.

Overhead guard—a framework fitted to a truck over the head of a riding operator to guard against falling debris.

Rated capacity—the maximum weight that the truck is designed to lift as determined by the manufacturer.

5. FORKLIFT OPERATOR SAFETY PROGRAM

The forklifts used at the Dreamline Aviation facility meet the design and construction requirements for powered industrial trucks established in the ANSI/ASME B56.1-2018, "Safety Standard for High Lift and Low Lift Trucks."

5.1 Safety Rules and Procedures

Dreamline has adopted rules and procedures for operators to safely operate forklifts and for personnel working or passing through areas where forklifts are present.

Enforcement. The safety rules will be strictly enforced by Allan Athas.

5.2 Forklift Operation

No one under the age of 18 may operate a forklift or any other powered industrial truck. Only personnel certified by Dreamline are authorized to operate a forklift.

All forklift operators must obey the following rules for safely operating a forklift:

- Wear a seat belt.
- Yield the right of way to pedestrians and emergency vehicles.
- Never engage in stunt driving or horseplay with a forklift.
- Never drive a forklift up to a person standing in front of a bench or fixed object.
- Never stand or pass, or allow someone else to stand or pass, under the elevated forks.
- Always keep arms, hands, or legs inside the truck.
- Lift only loads that are within the rated capacity of the truck.
- Never handle unstable loads.
- Maintain a safe distance from the edge of ramps or platforms.
- Slow down and sound the horn at intersections and where the operator's vision is obstructed.
- Ride in reverse if the load obstructs forward view.
- Prohibit unauthorized personnel to ride on the trucks.
- When leaving a truck unattended, lower the forks to ground level, neutralize controls, shut power off, and set brakes.
- Place chocks on the down-slope side of tires if parked on an incline.
- Use a load backrest extension to prevent load from falling backward.

Any time the operator leaves the forklift and his or her view of the forklift is obstructed, or the operator is 25 feet or more away from the forklift, the operator will follow this sequence of precautions:

1. Lower the load to the ground with the forks parallel to the ground surface.
2. Neutralize the controls.
3. Set the brakes.
4. Chock the tires if parked on an incline.

5.3 Traveling

Forklift operators will obey the following rules when the forklift is traveling:

- Never exceed the speed limit of 5 miles per hour.
- A clear view of the travel route will be maintained; travel with the load behind if it blocks the forward view.
- Carry loads with the forks no more than a few inches above the ground or floor.
- Ensure there is a safe distance along the path of travel from the top of the forklift mast or load and any overhead objects (e.g., lights, pipes, ventilation equipment).
- Loads will not be raised or lowered while traveling.
- Slow down on a wet or slippery floor.
- Stay at least three truck lengths behind another forklift.
- Slow down, stop, and sound the horn at places where line-of-sight vision is impaired.
- Slow down before making a turn; sharp turns can tip the truck.
- Do not pass at intersections or blind spots.
- Stay a safe distance from the edge of a platform or elevated ramp.
- Drive slowly and carefully over dockboards or bridgeplates; do not exceed their rated capacity.
- Go up and down grades slowly, keeping the load upgrade and raised only enough to clear the surface on grades of over 10 percent.

5.4 Loading and Unloading

Forklift operators will comply with the following rules when loading or unloading materials with a forklift:

- Only handle stable and safely arranged loads; make arrangements to secure an unstable load.
- Never lift loads that exceed the rated capacity listed on the nameplate of the forklift.
- Before entering a trailer with a forklift, ensure that trailer brakes are locked, the rear wheels are chocked, and the dock plate is secure.
- Check the rated capacity of a trailer before entering it to ensure that it can support the combined weight of the forklift and load.
- Place the forks under the load as far as possible (the load will touch the forklift carriage) and tilt the mast backward enough to stabilize the load.
- Never carry anything on the overhead guard.
- Check the maximum safe height of an area before stacking or tiering a load.
- Never tilt the load forward unless depositing it onto a rack or stack.

5.5 Refueling Operations

Operators and forklift maintenance personnel will comply with the following rules when recharging a forklift battery:

- No smoking.
- Turn off the engine.
- Have a fire extinguisher and spill cleanup materials ready.
- Avoid fuel spills—if there is a spill, clean it up immediately.
- Do not operate a forklift with a leak in the fuel system until the leak is fixed.
- Always turn off the engine when filling fuel tanks.
- Perform all fueling operations in well-ventilated areas designated for that purpose.
- Replace the fuel cap before starting the forklift.
- Never use an open flame to check the fuel level.
- For propane-powered forklifts, take empty propane tanks outside and open the valve to let any leftover propane escape to the open air.

5.6 Recharging Operations (for battery-operated forklifts)

Forklift recharging operations may be performed only in assigned ventilated areas. Operators and forklift maintenance personnel must obey the following rules when recharging a forklift:

- No smoking.
- Turn the power switch to the “Off” position and put the brake in the “Park” position.
- Have a fire extinguisher and spill cleanup materials ready.
- Open the vent caps to dissipate heat.
- Do not place metallic objects, including tools, near the top of uncovered batteries.
- Move batteries with a hand truck or golf cart - not by hand.
- Properly position and secure the battery in the truck.
- Use a siphon to handle the electrolyte.
- Use the eyewash station and flush the eyes for 15 minutes whenever electrolyte or other chemicals splash in the eyes.

5.7 Inspection and Maintenance

Forklifts are inspected daily before they are used, and after each shift for a forklift used for more than one consecutive shift. Forklift operators and forklift maintenance personnel will implement the following maintenance precautions:

- Keep forklifts clean and free of lint, excess oil, and grease.
- Clean forklifts with noncombustible agents.
- Have trained, authorized people handle repairs.
- Perform fuel or ignition system repairs that present fire hazards in assigned areas free of ignition sources.
- Disconnect batteries before repairing a truck's electrical system.
- Keep water mufflers at least 75 percent full.
- Report the following conditions to the supervisor and stop operating a forklift that:
 - Is not in condition to operate safely.
 - Has clogged muffler screens or parts.
 - Sends out hazardous sparks or flames from the exhaust.
 - Has any part that overheats beyond its normal operating temperature.

5.8 Forklift Safety Checklists

Forklift operators will perform pre-start inspections and other safety checks of forklifts and other related equipment using the safety checklists attached to this Plan. A checklist for each category of safety rules and procedures is available to all operators and other personnel that work near forklifts.

5.9 Pedestrians

Pedestrians must comply with the following rules when walking in areas where forklifts operate:

- Never ride on trucks.
- Never stand or walk under elevated forks.
- Stay within pedestrian walkways.
- Be aware and listen for truck horns, especially at intersections.
- Cross intersections carefully.

6. FORKLIFT OPERATOR TRAINING

Allan Athas who is trained and certified to operate forklifts, will provide training for forklift operators and forklift maintenance personnel. After training is successfully completed, the forklift operator will be issued a Forklift Operator Certification Card, which will be kept employee's training file.

6.1 Previous Operator Training

Operators that have received forklift operator training at a previous job, or on a different type of forklift than the type they are about to be assigned, must complete initial training on the new operating environment and/or the characteristics of the new forklift.

If an operator has previously received training in a topic covered in the initial training, and such training is appropriate to the forklift and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found competent to operate the forklift safely.

6.2 Initial Operator Training

A prospective operator will be trained and certified before he or she is assigned to operate a forklift. A trainee will operate a forklift only under the direct supervision of a trainer who has the knowledge, training, and experience to train operators and evaluate their competence, and where the operation will not endanger the trainee or other employees.

Training will consist of a combination of formal instruction and demonstrations performed by the trainer, practical exercises performed by the operator, and an evaluation of the operator's performance.

The forklift operator initial training program must cover at least the following topics, unless the Plan Administrator can demonstrate that certain topics are not applicable to the safe operation of the forklift:

A. Characteristics of the forklift:

- Differences from the automobile
- Controls and instrumentation, such as location, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility
- Fork and/or attachment adoption, operation, and limitations of their use
- Vehicle capacity
- Vehicle stability
- Vehicle inspection and maintenance the operator will be required to perform
- Refueling or charging and recharging batteries
- Operating limitations
- Any other operating instruction, warning, or precaution listed in the operator's manual for the type of vehicle the employee is being trained to operate

B. The operating environment:

- Floor surfaces and/or ground conditions where the vehicle will be operated
- Composition of probable loads and load stability
- Load manipulation, stacking, or unstacking
- Pedestrian traffic
- Narrow aisle and restricted place operation
- Operating in classified hazardous locations
- Operating the truck on ramps and other sloped surfaces that would affect the stability of the vehicle
- Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace
- Operating the vehicle in closed environments and other areas where insufficient ventilation and/or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust

6.3 Operator Performance Evaluation

Each forklift operator's performance will be evaluated every three years.

A. Refresher Training

Refresher training will be provided when:

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the truck is not being operated safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

7. RECORDKEEPING

Records of training (including dates of training, attendee lists, and trainers) will be maintained at the Director of Maintenance's office for three years.

7.1 Operator Certification and Recordkeeping

Once training is completed, the Director of Maintenance will certify that the operator has been successfully trained and evaluated for the specific make and model of forklift he or she will operate. The certificate is not valid for other types of forklifts. The certificate will include:

- The name of the operator
- The date of the training
- The date of the evaluation
- The identity of the person(s) performing the training or evaluation

Copies of all operator certificates will be maintained at the Director of Maintenance's office for at least three years.