

CHAPTER 22

FORKLIFT OPERATIONS

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Purpose

This Chapter sets forth the operating rules for industrial trucks, industrial tow tractors, and forklifts.

Policy

It is the policy of the County to permit only authorized drivers who are trained in safe operations to drive these vehicles.

Responsibility

Supervisors will enforce, and expect drivers to exercise, these responsibilities:

1. Demonstrate safe, responsible driving skills.
2. Do not use vehicles for non-official business.
3. Do not allow others to:
 - a. Ride on the forks of lift trucks.
 - b. Ride on the vehicle unless there are adequate riding facilities.
 - c. Stand, pass, or work under the empty or loaded elevated portion of the vehicle unless it has been blocked effectively to prevent falling.

Safe Operation

1. Check the vehicle at least once each day to ensure that the following are operating:
 - a. Tires
 - b. Lights
 - c. Fuel system
 - d. Battery
 - e. Horn
 - f. Lift system
 - g. Brakes
 - h. Steering mechanism.
2. Do not exceed 5 mph in yard area and 3 mph inside buildings.
3. Observe all traffic regulations.

4. Carry the forks as low as possible, consistent with safe operation.
5. Do not use forklift to elevate employees unless it is equipped with a safe work platform which:
 - a. Is at least 24" x 24" and can accommodate the employees and material.
 - b. Is securely attached to the forks or masts.
 - c. Is equipped with standard guardrails with mid-rails on all open sides.
 - d. Has a slip-resistant surface.
 - e. Does not have spaces between the floor sections or holes larger than one (1) inch in size.
 - f. Is equipped with overhead protection whenever it is operated under conditions which expose the operator to danger from falling objects.
 - g. Has an operator in the control position while employees are on the elevated platform.

Parking

When leaving the vehicle and when the operator will be more than 25 feet away, the forks will be lowered to the ground, the engine turned off, the wheels chocked, and the parking brake set.

Battery-Charging Stations

Only authorized and trained employees shall operate or handle any batteries or battery-charging equipment.