

Louisiana State University

Office of Facility Services

Operating Instruction 4107

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Page 1 of 2

SUBJECT: FORKLIFT OPERATIONS

I. Training & Certification

- A. A qualified operator is one who has been taught the daily operating procedures, general mechanisms of the vehicle and safety standards
- B. Documentation of this training and list of personnel designated as qualified forklift truck operators shall be maintained by the Facility Services HRM office, with copies kept in the OFS Warehouse and Building Services Annex.
- C. **Only employees who have passed the OSHA Forklift Operation and Safety Test may operate Facility Services forklifts. For training and testing, please visit <http://osha.gov/dcsp/products/etools/pit/assistance/index.html>**
 - 1. Operator(s) assigned to a forklift are responsible for its operation, its cleanliness and reporting any deficiencies to a supervisor
 - 2. Operators of the forklift shall comply with the standard operating procedures, as specified in the OSHA Forklift Operation and Safety course

II. Forklift Operations and Safety

- A. No person shall be allowed to stand or pass under the elevated portion of a forklift, regardless of whether it is loaded or empty
- B. Do not stack material in aisles or roadways.

- C. Personnel shall not be permitted to ride on forklift or hitch a ride in any manner. Carrying riders is a safety hazard and is not allowed.
- D. If a forklift is used to elevate a worker, a safety platform/pallet must be placed on the forks. The construction of a safety pallet/platform may vary, but it shall:
 - 1. Be firmly secured to the lifting carriage and/or forks to prevent it from slipping from the forks
 - 2. Have a solid base (floor) to prevent sprained ankles and other injuries
 - 3. Have a hand rail to prevent falls
 - 4. Be provided with an on/off switch to enable personnel on the platform to disconnect the power as necessary
- E. An overhead backrest extension shall be used whenever necessary to minimize the possibility of the load falling rearward.
- F. Never change direction of travel while in motion. Come to a complete stop before shifting in reverse to avoid serious damage to the forklift.
- G. Lower forks to the ground level when parking to prevent tripping hazard.
- H. Keep to the right, when possible, and slow down at cross aisles.
- I. When approaching other vehicles at intersections, the driver on the left shall yield to the driver on the right.
- J. Do not drive with wet or greasy hands.
- K. Operator must complete safety checklist each morning before operation of any forklift