ICS has adopted the OSHA rules and regulations on the following pages as the basic minimum guidelines for the safe operation of forklifts. The key to the success of our program is the use of qualified and competent drivers.

ICS will ensure that all operators are “qualified” or trained prior to allowing anyone to operate a forklift. Each driver will be reviewed at least annually for their ability to perform using the forklift safely. This will be done by utilizing a planned program of review by qualified oversight personnel within ICS or to use services of an outside agency to “Certify” our forklift operators.

1. Both drivers and employees who work around these vehicles are required to follow these operating rules and procedures.
2. Only authorized drivers who are trained in safe operation by operate forklifts.
3. Do not ride on the forks of any lift truck/forklift.
4. Passengers are not allowed on any forklift.
5. Do not place any part of your body outside the running lines of a forklift, or between the mast uprights or other parts of the truck where shearing or crushing hazards exist.
6. Do not stand, pass, or work under the empty or loaded elevated portion of any industrial truck, unless it has been blocked effectively to prevent it from falling.
7. Check the vehicle at least once each shift to ensure that the following are operating properly:
   - Tires, Lights, Fuel system, Battery, Steering mechanism, Controller, Horn, Lift system, Brakes, Back-up alarm.
8. Any vehicle in need of repair should not be used until repairs have been made.
9. Look in the direction of travel, and don’t move the vehicle until you see that your path is clear of people and objects.
10. Do not drive toward anyone standing in front of a bench or other structure; if the vehicle fails mechanically, or you misjudge distance, that person may be trapped between your truck and the structure.
11. Do not exceed the authorized safe speed.
12. Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
13. Maintain a safe distance from other vehicles. For trucks traveling in the same direction, a safe distance would be three (3) truck lengths or a three (3) second time lapse passing the same point.

14. Observe all traffic regulations.

15. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.

16. Carry the forks as low as possible consistent with safe operation.

17. Cross over railroad tracks diagonally wherever possible. Do not park closer than 8’6” from the center line of the railroad tracks.

18. Do not load industrial trucks in excess of their rated capacity.

19. Do not move a loaded vehicle until the load is secure.

20. If the load obstructs forward view, drive backwards.

21. Ascend or descend a grade slowly with the load upgrade.

22. Do not tilt the load with the mast extended past the center of gravity.

23. Do not drive a vehicle into any elevator unless you are specifically authorized to do so.

24. Before entering the elevator, make sure that your vehicle and load will not exceed the rated capacity of the elevator. Once your vehicle is on the elevator, shut the power off, and set the brakes.

25. Before you drive your vehicle on a floor, platform, or into rail cars, trucks, or trailers, be certain the structure will support the loaded vehicle.

26. When you leave the forklift, bring the mast to the vertical position, place the forks on the floor, shut the power off and curb or block the wheels (if parked on an incline).

USING A FORKLIFT TRUCK TO ELEVATE EMPLOYEES

The Platform
Whenever a forklift is used to elevate employees, the lift must be equipped with a “safe” work platform.

The platform must be at least 24” x 24” square and it must be large enough to accommodate the employee and the material to be elevated.

The platform must be securely attached to the forks and/or mast and be equipped with a standard guardrail with mid-rails on all open sides.

The platform must have a slip-resistant floor and cannot have spaces or holes between the floor sections larger than 1” in size.

The side of the platform resting against the forklift mast must be equipped with a substantial covering so that an employee cannot reach into the operation of the lifting
mechanism. This covering or guard must extend from the floor of the platform to a minimum of 7'0” above the worker’s feet.

**THE FORKLIFT**
The forklift must be the proper size and capacity for the intended job.
The forklift must be equipped with overhead protection wherever it is operated under conditions which expose the operator to danger from falling objects.

**THE OPERATOR**
The operator of the forklift must be at the control position of the lift while employees are on the elevated platform.

**OPERATING RULES WHEN ELEVATING EMPLOYEES ON FORKLIFTS**

1. Use a securely attached “safety platform."
2. Make sure the lifting mechanism is operating smoothly.
3. Place the mast vertical and never tilt it forward or rearward when it is elevated.
4. Place the gears in neutral and set the parking brake.
5. Lift and lower the work platform smoothly and with caution.
6. Watch for overhead obstructions.
7. Keep hands and feet clear of controls other than those controls being used.
8. Never travel with personnel on the work platform other than to make minor adjustments for final positioning of the platform.