



FORKLIFT SAFETY PROGRAM

Purpose, Objective & Scope

- **Purpose**
 - Establish procedures and employee training certification for the safe operation of powered industrial trucks at AirCorps Aviation.
 - This program supports compliance with OSHA 29 CFR 1910.178
- **Objective**
 - The AirCorps Aviation objective is to train employees on the proper use of industrial fork trucks to reduce the possibility of a workplace accident or injury involving an industrial fork truck
- **Scope**
 - This program will address the employee training and operation of the following type of powered industrial truck(s).
 - 1. Class 1 – Electric Motor Rider Trucks (Sit Down)
 - 2. Class 4 – Internal Combustion Engine Trucks (Solid/Cushion Tires)
 - 3. Class 6 - Internal Combustion Engine Tractors (Aircraft Tug)

Responsibility

- **Safety Manager**
 - Approves Company Powered Industrial Trucks Program.
 - Understands the purpose, objectives and scope of the company Powered Industrial Trucks Program.
 - Requires annual refresher training and certification training is attended by all Powered Industrial Truck operators.
 - Requires that material handling equipment is maintained according to manufacturer's recommendations.
 - Reviews all forklift accidents involving injury and significant property and equipment damage.
- **Business Coordinator**
 - Communicates with managers with enough notice of employees requiring training.
 - Maintains all qualification documents for the length of employee employment.
 - Maintains a master log of current certified operators with the name, date of certification and expiration date of certification.
 - Maintains carbon monoxide ambient and tail pipe testing results (vendor should do tail pipe test on annual safe for use inspection)
- **Manager**
 - Understands the purpose, objectives and scope of the company Powered Industrial Trucks Program.
 - Requires and enforces compliance with the company Powered Industrial Trucks Program.
 - Assigns visual and operational inspections for each shift (when forklift is used).
 - Routes completed inspection forms to the Safety Manager.

- Selects employees as forklift operators and coordinate certification training with the Safety Manager.
- Recommends disciplinary action for repeat forklift operator driving infractions.
- Makes aware to the general employee population of Powered Industrial Truck hazards on the property.
- **Employee**
 - Obeys all forklift operational rules and policies.
 - Makes suggestions to help improve forklift safety to their Manager.
 - Reports identified forklift risk factors and hazards to their Manager.
 - Maintains safe work practices as discussed in annual refresher and certification training.
- **Operator Performance Skills Evaluator**
 - Assess and approve the performance driving skills of employees who are being trained to operate company material handling equipment on the property.
 - The evaluator name will appear on the certification card certifying that the driver has satisfactorily passed all criteria for operating the Powered Industrial Truck equipment listed on the back of the card.
 - The evaluation criteria used is the Powered Industrial Truck Operational Test.
 - The in-house performance evaluator is required to be a forklift operator that is currently certified by AirCorps Aviation..

AirCorps Aviation's Forklift Inspection and Maintenance Activities Standards

- **Forklift Inspection**
 - When used, all Powered Industrial Trucks will be inspected before each shift.
 - Inspection reports will be reviewed and maintained by the Safety Manager.
 - inspections will be kept in the office.
- **Maintenance Activities**
 - A maintenance log will be kept that identifies repair performed and corrective action taken for each Powered Industrial Truck. This log will be kept in the office.
 - Significant repairs not performed that could adversely affect safe operation of a Powered Industrial Truck will result in the truck being taken out of service until repairs are made.
 - Minor Repairs not affecting safe operation will be scheduled within a reasonable time frame to coincide with other repairs where practical

Record Keeping

- **Forklift Inspection**
 - Records of all Powered Industrial Truck inspection checklists and maintenance performed will be kept in the office.
 - Completed Powered Industrial Truck inspection checklists will be kept until a preventative maintenance service is performed and will then be discarded.
 - Maintenance records are to be kept for the time the Powered Industrial Truck is used by the company.
- **Initial Master Qualified Operator Log**
 - Keep Initial Master Qualified Operator Log updated to reflect all current and newly qualified operators.
 - The Initial Master Qualified Operator Log will contain the operator's name, initial training date, types of trucks trained to operate.
- **Refresher Training - (Annual)**
 - Employee Powered Industrial Truck Training will be performed annually.

- Training criteria will include as a minimum:
 - 1. Proper truck operation
 - 2. Review of regulatory and company standards regarding proper operation.
- Training records are to be kept for three years.
- **Initial Powered Industrial Truck Training - (Every Three Years)**
 - The initial Powered Industrial Truck Training roster outlines the topics covered during classroom training.
 - This training roster should be kept for a minimum of three years.
 - Written test and performance evaluation documents should be kept for the duration of employment.
- **Record Keeping Forms - Required**
 - Powered Industrial Truck operators visual and operational inspection checklists.
 - Initial Master Qualified Operator Log.
 - Operator performance skills evaluation.
 - Operator Certification Card
 - Training rosters for Initial and Refresher Powered Industrial Truck training.
- **Forms Location**
 - The following forms will reside with the Forklift Safety Program
 - Powered Industrial Truck operators visual and operational inspection checklists.
 - Initial Master Qualified Operator Log.
 - Operator performance skills evaluation.
 - Operator Written Test
 - Training rosters for Initial and Refresher Powered Industrial Truck training.
 - Quarterly CO testing results
 - Powered Industrial Truck maintenance logs and vendor documents to be kept with maintenance files in Office.