

REDWOODS COMMUNITY COLLEGE DISTRICT

INDUSTRIAL TRUCKS OPERATOR SAFETY PLAN

Purpose

In order to ensure the safety of industrial truck operators the Redwoods Community College District has developed the following plan. The plan contains the criteria required of each operator to successfully and safely operate an industrial truck. Within the scope of this plan, operating rules and training of operators of forklifts and agricultural and industrial tractors are set forth. This plan is in compliance with 8 CCR Article 25.

An operator as defined by this plan is any staff member who operates a forklift or agricultural or industrial tractor for the District. It is the responsibility of the immediate supervisor of the individual operator to insure that each operator is properly trained and documentation exists to verify training. Questions on this plan should be directed to your supervisor/instructor or the Office of Environmental Health and Safety.

Operating Rules For Industrial Trucks (Forklifts, Agricultural and Industrial Tractors)

1. Only drivers authorized by the District and trained in the safe operation of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles.
2. Stunt driving and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.
5. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between the mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass, or work underneath an elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle at least once per shift or upon use if the truck has not been used that shift, and if found to be unsafe, the problem shall be reported to the District mechanic or supervisor, and the vehicle shall not be put into service until it has been made safe. Attention shall be given to the proper functioning of tires, horns, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system of the forklift (forks, chains, cable, and limit switches).
8. No trucks shall be operated with a leak in the fuel system.
9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately three (3) truck lengths or, more preferably, a time lapse of three (3) seconds passing the same point.
10. Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where

- vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
 13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
 14. Grades shall be ascended or descended slowly. On grades greater than 10% loaded trucks shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
 15. Forks shall always be as low as possible consistent with safe operation.
 16. When leaving a vehicle unattended (more than 25 feet distant or out of sight) the power shall be shut off, brakes set, and the forks in the down position. When unattended on an incline the wheels shall be blocked.
 17. When the operator is dismounted and attending the truck (within 25 feet and within view) the forks shall be fully lowered, controls neutralized, and brakes set to prevent movement.
 18. Prior to driving onto or into trucks, trailers, or platforms the operator shall check the flooring for damage or other structural weaknesses. Forklifts shall not drive onto or into trucks or trailers until they have been securely blocked or restrained and brakes set.
 19. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck.
 20. Forklifts shall not be loaded in excess of their rated capacity.
 21. A loaded vehicle shall not be moved until the load is safe and secure.
 22. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when depositing. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
 23. The load engaging device shall be placed in such a manner that the load will be securely held or supported.
 24. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments and during the operation of these trucks after the loads have been removed.
 25. If loads are lifted by two or more trucks operating in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.
 26. Employees or other personnel shall not be elevated by forklift trucks unless all provisions of 8 CCR 3657 are met.
 27. Pedestrians shall be given the right-of-way at all times.

Operating Instructions for Agricultural and Industrial Tractors

1. Securely fasten your seatbelt if the vehicle has roll-over protection.
2. Where possible, avoid operating the vehicle near ditches, embankments, and holes.
3. Reduce speed when turning; crossing slopes; and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.

5. Watch where you are going, especially at row ends, on roads, around trees, or visual obstructions.
6. Do not permit others to ride.
7. Operate the tractor smoothly. No jerky turns, starts or stops.
8. Hitch only to drawbar and hitch points recommended by the tractor manufacturer.
9. When tractor is stopped, set brake securely and use parking lock if available.
10. Every employee who operates an agricultural or industrial tractor shall check the tractor prior to operation before each use or daily and if found to be unsafe report immediately to the District mechanic or supervisor; and shall not operate the tractor until repairs are made.
11. No repairs shall be performed on any agricultural or industrial tractors until arrangements have been made to eliminate the possibility of injury to repair workers or others caused by the sudden movement or operation of such equipment or its parts.
12. Operators shall not engage in stunt driving or horseplay while operating agricultural or industrial tractors.
13. Pedestrians shall be given the right-of-way at all times.

Training

Before operating industrial trucks (forklifts, agricultural or industrial tractors) every employee shall be instructed in the safe operation of such vehicles and provided a copy of Operating Rules and Operating Instructions. Such instruction shall be provided at time of initial assignment and at least every three years thereafter. A copy of the Operating Rules and Instructions shall be conspicuously posted in a place frequented by the drivers. In the case of District employees training shall be provided by the drivers' supervisor or Office of Environmental Health and Safety (EH&S). A record of employee training shall be filed in the EH&S Office.