



HEALTH, SAFETY &
ENVIRONMENTAL MANUAL

14.11 Forklift Operation

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FORKLIFT OPERATION

PURPOSE

To be most effective, operator training must be part of a larger comprehensive forklift safety program. This program will include the following elements:

- hazard identification
- training
- operating procedures
- facility design
- maintenance and repair procedures

SCOPE

Legislation

The Industrial Regulations 851 has specific sections relating to lifting devices. Subsections 51(1) and (2) apply to a "lifting device", defined as:

"a device that is used to raise or lower any material or object and includes its rails and other supports but does not include a device to which the Elevating Devices Act applies."

This definition clearly applies to forklifts and must be interpreted broadly as including not just the elevating section of it but the entire vehicle.

Hazard Identification

Clause 25(2)(d) of the Occupational Health and Safety Act (OHS) requires an employer to: "acquaint a worker or a person in authority over a worker with any hazard in the work..."

This means that J-AAR must identify all hazards associated with the machine as it is used in the workplace. In practical terms, the J-AAR supervisor will identify the ways in which a worker who operates or works around a forklift could be harmed or injured, taking into consideration the equipment used, the jobs to be done and the work environment. This hazard information must be communicated to the worker and be part of the training program.

Training

Only trained and authorized persons are permitted to operate a forklift. No employees are allowed to operate a forklift without the proper training.



Regulation 851 is more specific and states that a lifting device is only to be operated by a competent person.

In addition to ensuring that the operator of a forklift is appropriately trained, the following measures are suggested:

- Ensure that all supervisors and workers who work around forklifts have been informed of the hazards and are instructed in the rules and procedures to avoid harm.
- Inform supervisors and workers of any revisions to the rules and procedures arising from changes in the work.

A "competent" operator shall understand:

- the sections of the OHS and Regulations applicable to the work
- the hazards associated with the work, including the principles of operation and features of the forklift, workplace conditions and activities that pose actual or potential danger to health and safety in the workplace

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- the manufacturer's specifications as they relate to the safe operation and load handling for the class or type of truck that is to be operated
- the workplace-specific procedures and practices that have been established for ensuring worker safety.

A "competent" operator shall be able to perform the following procedures:

- pre-operational check
- start-up and shut-down
- general operation: stopping, starting, turning, driving forward and in reverse, parking, operating around personnel
- load handling: selection and security of loads, pick-up and placement, personnel lifting, stacking and restocking
- operational maintenance: refueling



Currently, all J-AAR forklift operators will be trained by a third-party.

PROCEDURES

Safe Operating Procedures

The following safe operating rules apply to J-AAR employees who operate a forklift:

- Only trained employees shall be allowed to operate forklifts
- Stunt driving and horseplay shall not be permitted.
- Personnel are not permitted to ride on forklifts except in designated seats.
- Forklifts shall be equipped with a portable fire extinguisher.
- Copies of the manufacturer's operating instructions for each type of forklift shall be readily available for review.
- Forklifts shall have the manufacturer's nameplate showing its weight with attachments, lifting capacity, lift height maximum and other pertinent data. Nameplates or markings shall be maintained in a legible condition and remain in place.
- If an operator does not have a clear view, a signaler must be used.
- Loads must be carried as close to the ground or floor as the situation permits.
- Loads that may tip or fall and endanger a worker must be secured.
- The forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- The operator shall be required to slow down and sound the horn at areas where vision is obstructed.
- No part of a load must pass over any worker.
- Loads carried shall be secured on the forks to prevent upset / overturn.
- When using rigging to secure or lift loads, ensure the proper working load limit of the rigging is confirmed.
- When a load is in the raised position, the controls must be attended by an operator.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler etc.
- Arms or legs are prohibited from being placed between the uprights of the mast.
- When a forklift is left unattended, forks shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
- All defects must be reported.

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Every forklift shall also be equipped with the following:

- a suitable screen, guard, grill or other structure to protect the operator from falling or intruding materials
- warning devices (horn) and lights
- a seat belt

Facility Design

Poor workplace design can contribute to accidents and injuries. J-AAR must ensure that the following measures are taken as a minimum:

- Overhead and side clearances (through doorways and in rooms) are adequate to permit the safe operation of the forklift.
- Floors, aisles, passageways and outdoor areas are kept clear and free of hazards.
- Storage and racking is designed to facilitate forklift operation.
- Parking areas are designated

Inspection and Maintenance

Forklifts that are defective, in need of repair or are unsafe shall be locked and tagged out (Danger - Do Not Operate) and taken out of service until restored to safe operating condition.

Only qualified personnel shall perform maintenance and repair.



The Occupational Health and Safety Act and Regulation 851 establish legal requirements for the periodic examination of forklifts to confirm their safety and load-handling capability. It is the responsibility of J-AAR to ensure that inspections are completed.

Clause 51(1)(a) of Regulation 851 requires a lifting device to be constructed and equipped in a way to adequately ensure the safety of all workers.

Clause 51(1)(b) of Regulation 851 requires a lifting device to be thoroughly examined by a competent person, before it is used "for the first time" and at least annually, to determine if it is capable of handling its maximum rated load. "For the first time" is interpreted as "for the first time by the employer".

Clause 51(1)(b) of Regulation 851 requires a "permanent record" of the load-handling capacity examination to be kept. "Permanent record" has a very specific meaning under Regulation 851. A record must be kept for at least one year or such longer period to ensure that at least the two most recent reports or records are kept. This means that if annual examinations were being made, the records would have to be kept for two years. It does not prevent records from being kept for longer periods of time, like the working life-time of the vehicle as would usually be the case.

Currently all J-AAR forklifts are inspected annually by a qualified third party.

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Management responsibility and commitment

J-AAR management understands that the safe operation of forklifts is essential to protect not only the operator, but also the safety of other workers and the public.

The procedures and policies described in this section provide instruction, and training to operators so that incidents can be avoided. J-AAR will continue to ensure that these procedures are followed in order to comply with all regulatory requirements.

REQUIREMENTS

Training

- All forklift operators must be trained and certified by a qualified instructor

Legislation

- Industrial Regulations 851, Section 51