

COUNTY OF TUOLUMNE
FORKLIFTS: OPERATION AND SAFETY PROCEDURES

Effective Date: **July 1, 1991**

Revised: **June 2001**

Purpose: The purpose of this procedure sets forth the operating rules for industrial trucks, industrial tow tractors and forklifts.

Policy: It is the policy of the County to permit only authorized drivers who are trained in safe operations to drive these vehicles.

Responsibility

Supervisors will enforce, and expect drivers to exercise these responsibilities:

1. Demonstrate safe, responsible driving skills.
2. Do not use vehicles for non-official business.
3. Do not allow others to:
 - a. Ride on forks of lift trucks.
 - b. Ride on the vehicle unless there are adequate riding facilities.
 - c. Stand, pass, or work under the empty or loaded elevated portion of the vehicle unless it has been blocked effectively to prevent falling.

Safe Operation

1. Check the vehicle at least once each day to ensure that the following are operating:

a. Tires	b. Horn	c. Lights
d. Lift system	e. Fuel system	f. Brakes
g. Battery	h. Steering mechanism	
2. Do not exceed 5 mph in yard area and 3 mph inside buildings.
3. Observe all traffic regulations.
4. Carry the forks as low as possible, consistent with safe operation.

5. Do not use forklift to elevate employees unless it is equipped with a safe work platform which:
- a. Is at least 24" x 24" and can accommodate the employees and material.
 - b. Is securely attached to the forks or masts.
 - c. Is equipped with standard guardrails with midrails on all open sides.
 - d. Has a slip-resistant surface.
 - e. Doesn't have spaces between floor sections or holes larger than one inch.
 - f. Is equipped with overhead protection whenever it is operated under conditions which expose the operator to danger from falling objects.
 - g. Has an operator in control position while employees are on elevated platform.

Parking: When leaving vehicle and when the operator will be more than 25 feet away, the forks will be lowered to ground, engine turned off, wheels chocked and parking brake set.