



**City of Urbandale**

**Forklift Safety Policy**

## **Purpose**

This policy was created to protect City employees that operate or work around forklifts. It covers the safe operating and fueling procedures for the type of forklift(s) used. This policy also helps the City of Urbandale, and its employees comply with Occupational Safety and Health Administration (OSHA) Powered Industrial Trucks requirements, as found in 29 CFR 1910.178 and the National Fire Protection Association NFPA 505, Fire Safety Standard for Powered Industrial Trucks Including Type Designations, Areas of Use, Maintenance, and Operation.

Copies of this policy can be found online at [www.urbandale.org/safety](http://www.urbandale.org/safety) or by requesting a copy from your supervisor or the Director of Risk Management/Support Services.

## **Leadership and Accountability**

The Director of Risk Management/Support Services or the department Safety Leadership representative will be responsible for an annual review of the policy. They will also select a trainer and ensure forklift operators are evaluated every three years at a minimum.

Director(s)/Supervisor(s) will ensure that each powered forklift operator is competent to operate a forklift safely, as demonstrated by the successful completion of the training and evaluation program. They shall ensure that all forklifts are inspected before each shift and all repairs are made before the forklift is operated. Additionally, they will review and secure the required safety equipment for the safe use of forklifts by employees.

City employees must be current on applicable training, and they must operate the forklift in accordance with the forklift standards and manufacture requirements. They shall inspect the forklift at the start of each shift and remove the forklift from service if defects are found until they are corrected. They shall operate the forklift in a safe manner and be accountable for the proper care, maintenance, and use of the equipment. Employees should refer questions or comments about this policy to the Director of Risk Management/Support services or the department Safety Leadership representative.

## **Operator Training**

Only employees who have successfully completed training in accordance with OSHA 1910.178(l) will be permitted to operate a powered industrial truck. Forklift training will include formal instruction, practical training, and a workplace-specific operator evaluation.

Supervisors will certify that each operator has been trained and evaluated as required by law. The certification shall include the operator's name, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

An evaluation of each employee's performance will be conducted at least once every three years. If a newly hired employee has previously received training in a topic specified in paragraph 29 CFR 1910.178, and the training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the employee has been evaluated and found competent to operate the truck safely.

## **Certified Operators**

A list of certified forklift operators is listed in Appendix A.

## **Forklift Inventory**

An inventory of forklifts is listed in Appendix B.

## **Powered Industrial Truck Rules for Safety**

The following is a list of safety rules pertaining to the operation of a powered industrial truck (forklift).

### **A. Truck Operations:**

1. A safe distance will be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car.
2. When leaving the truck unattended, the forks will be fully lowered, the controls placed in neutral, the power shut off, the parking brake engaged, and the key or connector plug removed. The wheels will be blocked if the truck is parked on an incline.  
*Note: A powered industrial truck is considered unattended when the operator is 25 feet or more away from the vehicle, which remains in their view, or whenever the operator leaves the vehicle, and the truck is not in view.*
3. When the operator of an industrial truck is dismounted and within 25 feet of the truck and it is still in their view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
4. Trucks will not be used to open or close freight doors.
5. The brakes of trucks, trailers and railroad cars will be set, and wheel chocks, stops, dock restraint system will be in place to prevent movement during loading or unloading operations. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The operator will check the flooring of trucks, trailers and railroad cars for breaks and problem areas before driving these vehicles into these surfaces.
6. An overhead guard will be used as protection against falling objects.  
*Note: The overhead guard is intended to offer protection from the impact of small packages, boxes, or bagged materials only.*
7. A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of the load falling backward.
8. Fire doors, access to stairways, fire extinguishers and emergency exits will always be kept clear.
9. Powered industrial trucks will not be driven up to anyone standing in front of a bench or other fixed object.
10. No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
11. Passengers are not permitted to ride on powered industrial trucks unless authorized and the truck is equipped with a safe place for the passenger to ride.

12. The operator will never place their arms or legs between the uprights of the mast or outside the running lines of the truck.
13. The operator will never push one load with another load.
14. Spinner knobs must not be attached to the steering handwheels of trucks not originally equipped with such knobs.
15. Never lift people on the forks of a powered industrial truck unless the truck has a properly designed safety platform securely attached to the lifting carriage and/or forks. If the truck is equipped with vertical controls only, or vertical and horizontal controls elevatable with the lifting carriage or forks, means will be provided whereby personnel on the platform can shut off power to the truck. Protection from falling objects as indicated necessary by the operating conditions will also be provided.
16. Safety platforms, firmly secured to the lifting carriage and/or forks, shall be used.
17. The operator shall use a three-point contact when mounting and dismounting a powered industrial truck.

**B. Traveling:**

1. A safe distance of approximately three truck lengths from the truck ahead will be maintained whenever possible.
2. The operator will slow down and sound the horn at intersections and other locations where vision is obstructed.
3. If the load being carried obstructs the forward view, the operator will travel in reverse with the load trailing.
4. Grades will be ascended or descended slowly. When ascending or descending grades are more than 10 percent, loaded trucks will be driven with the load upgrade. Unloaded trucks will be operated on all grades with the load engaging means downgrade. On all grades, the load and load engaging means will be tilted back and raised only as far as necessary to clear the road surface.
5. The operator will slow down on wet and slippery floors.
6. Dock boards or bridge plates will be properly secured before they are driven on and their rated capacity will never be exceeded. They will always be driven over carefully and slowly.
7. When making turns, the operator will reduce the truck's speed to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
8. Other trucks traveling in the same direction or at intersections, blind spots or other dangerous locations will not be passed.
9. Horseplay and stunt driving, including spinning of the tires, is not permitted.
10. Running over loose objects in aisle ways will be avoided.
11. Under all travel conditions, the truck will be operated at a speed that will permit the truck to be brought to a stop in a safe manner.
12. The operator will always look in the direction of travel and keep a clear view of the path of travel.

### **C. Loading/Stacking:**

1. Only stable and safely arranged loads will be handled. Use extreme caution when handling off-centered loads that cannot be centered on the forks.
2. Only loads within the rated capacity of the truck will be handled.
3. The forks will be placed under the load as far as possible, and the mast carefully tilted backward to stabilize the load.
4. Extreme care will be used when tilting the load forward or backward especially when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack of material.
5. When stacking or tiering loads, the operator will tilt the load backward only enough to stabilize the load.
6. The operator will remove unsafe containers and pallets from service.
7. Trucks equipped with attachments will be operated as partially loaded trucks when not handling a load.
8. The operator will adjust long and high loads, including multiple-tiered loads that may affect the capacity of the truck.
9. The operator will ensure there is always a safe distance between the mast and overhead lights, pipes, and sprinkler systems.

### **D. Selection and Maintenance of the Truck:**

1. All forklifts are used in unclassified locations according to 29 CFR 1910.178 Table N-1. If the location is classified as hazardous, 29 CFR 1910.178 (c) should be consulted to determine the appropriate type of forklift. Before any powered industrial truck is used within a facility, it must be determined that the type of truck to be used is compatible with the work environment. For example, combustion engine fork trucks should not be used in areas where an explosion hazard is present; combustion engines should not be used in enclosed areas without proper ventilation.
2. Powered industrial trucks will be inspected before being placed in service. This inspection will be made at least daily. Trucks used on a round-the-clock basis will be inspected after each shift.
3. All completed checklists will be maintained for a period of two years. Each department is responsible for the retention and storage of their equipment's documents.
4. If a truck is found to be unsafe at any time during the driver's shift, the operator will immediately notify their supervisor and remove the truck from service until it has been restored to safe operating condition.
5. No truck will be operated with a leak in the fuel system until the leak has been corrected.
6. Open flames will not be used to check the electrolyte level in batteries or the fuel tank's gasoline level.
7. Proper PPE must be worn when checking or adding water levels in the battery cells.
8. Nameplates and markings must be in place and must be maintained in a legible condition.

## **E. Fueling or Charging Trucks:**

1. Smoking is not allowed while changing LPG tanks, refueling gas-powered trucks, or changing or charging batteries for electric-powered vehicles.
2. Employees must utilize the proper PPE to minimize eye, face, and skin exposures to propane.
3. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
4. The operator will always wear the proper personal protective equipment when fueling the truck or performing any other maintenance on the truck.
5. Fueling needs to take place outside or in a well-ventilated area away from ignition sources.
6. LPG tanks need to be properly stored and secured from the risk of damage.
7. Battery chargers should not have any items stored on or near them.
8. Battery charging cords shall be checked for condition or used to unplug from the charging port.

## **E. Equipment Inspection and Maintenance- Daily**

1. When trucks are used on a round-the-clock basis, each truck will be inspected after each shift.
2. The operator will immediately notify his/her supervisor if the truck is found to need repair and/or is unsafe.
3. If repairs are needed on a powered industrial truck that prevents its safe operation, the truck will be taken out of service until the repairs have been made.
4. Repairs must be made by authorized personnel only.
5. When the temperature of any part of any truck is found to be more than its normal operating temperature, the vehicle must be removed from service and not returned to service until the cause for the overheating has been eliminated.
6. Any vehicle that emits hazardous sparks, flames or smoke from the exhaust system will be removed from service and not returned from service until the cause for the hazardous emissions has been corrected.
7. Powered industrial trucks are to be kept in a clean condition and free of excess lint, oil, and grease. Only non-combustible agents should be used for cleaning trucks. Cleaning trucks with low flash point solvents (below 100 degrees Fahrenheit) is not permitted.
8. Precautions regarding toxicity, ventilation, personal protective equipment, and fire hazards are to be followed as stated on the warning label and/or the Safety Data Sheet (SDS) for that cleaning agent.
9. Parts used in any industrial truck requiring replacement will be replaced only with parts equal in safety to those parts originally provided by the manufacturer.

## **Appendix A: Certified Operators**

<b>Operator's Name</b>	<b>Department/Division</b>	<b>Current Certification</b>
Allison Bose	Parks	10/2023
Austin Roggatz	Parks	10/2023
Ben Clausen	Parks	10/2023
Ben Smith	Facilities	10/2023
Brandon Slifka	Parks	10/2023
Bryan Vriezelaar	Parks	10/2023
Calvin Sullivan	Parks	10/2023
Casey Spear	Parks	10/2023
Chad Millang	Parks	10/2023
Greg Neal	Facilities	10/2023
Heith Hofmeyer	Facilities	10/2023
Jason King	Parks	10/2023
Jeff Ashenfelter	Facilities	10/2023
Nick Dellaca	Parks	10/2023
Ron Piper	Parks	10/2023
Mark VanDerSluis	Public Works	8/2021
Brian Stoklasa	Public Works	8/2021
Shane Huston	Public Works	8/2021
Dan Buske	Public Works	8/2021
Stephen Chambers	Public Works	10/2023
Travis Meeves	Public Works	10/2023
Scott Wicks	Public Works	10/2023
Dustin Dare	Public Works	10/2023
Alec Baratta	Public Works	8/2021
Troy DuBay	Public Works	8/2021
Chad Anderson	Public Works	8/2021
Hiram Maxwell	Public Works	10/2023
Roger Herridge	Public Works	10/2023
Travor Baker	Public Works	10/2023
Scot Markla	Public Works	10/2023
Colten Miller	Public Works	10/2023
Adam Pasker	Public Works	10/2023
Eric Miller	Public Works	10/2023

Patrick Halsey	Public Works	10/2023



**Appendix B: Forklift Inventory**

<b>Manufacturer</b>	<b>Class</b>	<b>Fuel Type</b>	<b>Location</b>
Clark	Class 5	Diesel	Parks & Public Works Maintenance Facility
Yale	Class 4	Propane	Parks & Public Works Maintenance Facility