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SBE BUILDERS

1. INDUSTRIAL TRUCKS

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1.1 FORK LIFT OPERATING RULES & PROCEDURES

SBE Builders has adopted the OSHA rules and regulations on the following pages as the basic minimum guidelines for the safe operation of fork lifts. The key to the success of our program the use of qualified and competent drivers.

SBE Builders will ensure that all operators are "qualified" or trained prior to allowing anyone to operate a fork lift. Each driver will be reviewed at least annually for their ability to perform using the fork lift safely. This will be done by utilizing a planned program review by qualified oversight personnel within SBE Builders or to use the services of an outside agency to "Certify" our fork lift operators.

1. Both drivers and employees who work around these vehicles are required to follow these operating rules and procedures.
2. Only authorized drivers who are trained in safe operation may operate fork lifts.
3. Do not ride on the forks of any lift truck/fork lift.
4. Passengers are not allowed on any fork lift.
5. Do not place any part of your body outside the running lines of a fork lift, or between the mast uprights or other parts of the truck where shearing or crushing hazards exist.
6. Do not stand, pass, or work under the empty or loaded elevated portion of any industrial truck, unless it has been blocked effectively to prevent it from falling.
7. Check the vehicle at least once each shift to ensure that the following are operating properly:

TIRESLIGHTS FUEL SYSTEM
BATTERY STEERING MECHANISM CONTROLLER
HORN/LIFT SYSTEM BRAKES
BACK-UP ALARM
8. Any vehicle in need of repair should not be used until repairs have been made.
9. Look in the direction of travel, and don't move the vehicle until you see that your path is clear of people and objects.

Fork Lift Operating Rules (cont.)

10. Do not drive toward anyone standing in front of a bench or other structure; if the vehicle fails mechanically, or you misjudge distance, that person may be trapped between your truck and the structure.
11. Do not exceed the authorized safe speed.
12. Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
13. Maintain a safe distance from other vehicles. For trucks traveling in the same direction, a safe distance would be 3 truck lengths or a 3 second time lapse passing the same point.
14. Observe all traffic regulations.
15. Slow down and sound the horn at cross aisles and other locations where vision is obstructed.
16. Carry the forks as low as possible consistent with safe operation.
17. Cross over railroad tracks diagonally wherever possible. Do not park closer than eight feet six inches from the center line of the railroad tracks.
18. Do not load industrial trucks in excess of their rated capacity.
19. Do not move a loaded vehicle until the load is secure.
20. If the load obstructs forward view, drive backwards.
21. Ascend or descend a grade slowly with the load upgrade.
22. Do not tilt the load with the mast extended past the center of gravity.
23. Do not drive a vehicle into any elevator unless you are specifically authorized to do so.
24. Before entering the elevator, make sure that your vehicle and load will not exceed the rated capacity of the elevator. Once your vehicle is on the elevator, shut the power off, and set the brakes.
25. Before you drive your vehicle on a floor, platform, or into rail cars, trucks, or trailers be certain the structure will support the loaded vehicle.
26. When you leave the fork lift bring the mast to the vertical position, place the forks on the floor, shut the power off and curb or block the wheels (if parked on an incline).

USING A FORK LIFT TRUCK TO ELEVATE EMPLOYEES

1.2 THE PLATFORM

When a fork lift is used to elevate employees, the lift must be equipped with a "safe" work platform.

The platform must be at least 24" x 24" square and it must be large enough to accommodate the employee and the material to be elevated.

The platform must be securely attached to the forks and/or mast and be equipped with a standard guardrail with midrails on all open sides.

The platform must have a slip-resistant floor and can not have spaces or holes between the floor sections larger than 1 inch in size.

The side of the platform resting against the forklift mast must be equipped with a substantial covering so that an employee cannot reach into the operation of the lifting mechanism. This covering or guard must extend from the floor of the platform to a minimum of 7 feet above the workers feet.

1.3 THE FORKLIFT

The fork lift must be the proper size and capacity for the intended job.

The fork lift must be equipped with overhead protection whenever it is operated under conditions which expose the operator to danger from falling objects.

1.4 THE OPERATOR

The operator of the fork lift must be at the control position of the lift while employees are on the elevated platform.

1.5 OPERATING RULES WHEN ELEVATING EMPLOYEES ON FORK LIFTS

1. Use a securely attached "safety platform".
2. Make sure the lifting mechanism is operating smoothly.
3. Place the mast vertical and never tilt it forward or rearward when it is elevated.
4. Place the gears in neutral and set the parking brake.
5. Lift and lower the work platform smoothly and with caution.
6. Watch for overhead obstructions.
7. Keep hands and feet clear of controls other than those controls being used.
8. Never travel with personnel on the work platform other than to make minor adjustments for final positioning of the platform.

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