

MANUAL: Facilities Services
TITLE: Fork Lift Procedures
RESP: Assoc. Vice Chancellor – Facilities Services
REV. BY: Assoc. Vice Chancellor – Facilities Services

POLICY NO: FS-3.21
PROC. NO: 3.21
ORIG. DATE: 2/22/2016
EFF. DATE: 2/26/2016

SCOPE

The Facilities Services department will maintain procedures for usage of Fork Lifts on College Campuses. This procedure describes the process for the utilization of Fork Lifts.

DEFINITIONS

Fork Lift - Equipment used for unloading and transportation of materials, parts, equipment, and packages for delivery throughout the College campus.

ROLES AND RESPONSIBILITIES

Director of Facilities Services Support and Operations – Responsible for oversight of Fork Lift operations and personnel utilizing Fork Lifts.

Facilities Support Services manager - Responsible for delivering annual Fork Lift safety training via Cornerstone.

Trade Supervisors - Responsible for ensuring their teams attend annual safety briefings on Fork Lift usage and enforcing procedures in their areas of responsibility.

Director Safety, Health, Environment and Risk – Responsible for creation of Safety related policies and procedures, including Maintenance Department Safety Manual.

PROCEDURES

Fork Lift Usage:

- Fork Lift usage is only available to college facilities employees who have authorization to drive Fork Lifts and have completed performance training.
- College Facilities employees must be briefed on Fork Lift usage.
 - o Annual safety briefing conducted by Facilities Support Services manager.
 - o Verify understanding of Fork Lift Driving Guidelines.
 - o Fork Lifts will be utilized for loading and unloading zones.

Fork Lift Driving Guidelines:

- Limit occupants to number of designed seats per Fork Lift. 1 person.
- **DO NOT** overload or unsafely load Fork Lifts. Reference name plate and manufacturers documents for load limits.

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- Reduce speed on blind corners and at intersections.
- Arms and legs should be kept inside canopy while Fork Lift is moving.
- Seatbelts will always be worn when operating Fork Lift.
- Always give right-of-way to pedestrians.
- **DO NOT** drive Fork Lifts on grass or other soft surface.
- Only drive Fork Lifts suited to the conditions.
- Operators of Fork Lifts should note condition of Fork Lift before use.
- Reports unsafe mechanical problems to maintenance.request@sjcd.edu immediately.
- **DO NOT** operate a Fork Lift that is unsafe to use.
- Observe clearance posting on overhead doors and crossings.
- All Fork Lifts will have an antenna with a flag to be more visible in campus traffic, parking lots, and warehouse environments.
- Drive Cautiously. Fork Lifts operating around pedestrians or motor vehicles are very dangerous.

Fork Lifts are utilized to accomplish Facilities business on SJCD grounds.

- No joy riding, racing, or use outside of normal intended use is allowed.
- Facilities Fork Lifts are not for loan without a driver completing a Fork Lift safety briefing.