

EXECUTIVE SUMMARY

Fork Lift Program

1910.178 Subpart N

This document presents a brief overview and summary of the official written program. The official program is a comprehensive guide to assist District staff in complying with the requirements of the OSHA standard.

PROGRAM OBJECTIVE:

The objective of the Saint Paul Public School District Fork Lift Program is to provide a safe and healthy work environment, and to protect our employees from injury or death caused by uncontrolled hazards in the work place. The program aims to reduce the risk of physical injury or property damage in areas where Fork Lift equipment is in operation.

PROCEDURES:

General Requirements

- ESG responsible for communicating and implementing all aspects of the program.

Employee Training

- Must be trained before operating a Forklift
- Training will be a combination of formal instruction, practical training, and evaluation
- A refresher forklift course will need to be taken once every three years to ensure that all operators have the knowledge and skills needed to operate the forklift safely

Forklift General Requirements:

- Only authorized, trained personnel are permitted to operate forklifts
- Operators entering a building or nearing a blind corner must make their approach at a reduced speed, sound their horn and proceed carefully
- Horseplay is prohibited
- No person is permitted to ride as a passenger on a forklift or on the load being carried
- A forklift may not be used to elevate a platform or pallet with persons on it, except work pl

Other Specialized Items and Information:

- Facility speed limits must be observed at all times. Speed limit is 10 mph outside the building andinside the building
- Before using, the person operating the forklift should inspect it for any damages.
- Only SPPS authorized outside mechanic will perform repairs and maintenance on forklifts and other powered material handling equipment

RECORDKEEPING REQUIREMENTS:

Records:

- Maintained by ESG and available upon request.
- Contact Information: Environmental Services Group | Phone: 651.744.1800
Web Site: <https://www.spps.org/Page/3470> | Email: ESG@spps.org