

SECTION XVI: FORKLIFT SAFETY POLICY

Objective:

- To ensure the safe operation of forklifts and other powered industrial trucks at Nth Degree, thereby preventing accidents, injuries, and property damage.

Scope:

- This policy applies to all employees who operate, maintain, or work in the vicinity of forklifts and other powered industrial trucks at Nth Degree. Only employees of Nth Degree and individuals directly hired by Nth Degree are authorized to operate forklifts. No other individuals, subcontractors, or third parties are permitted to operate forklifts.

Responsibilities:

- Management: Ensure that forklift operators are properly trained and certified, and that forklifts are regularly inspected and maintained.
- Director of Safety: Develop and oversee the Forklift Safety Policy, conduct risk assessments, and ensure compliance with OSHA regulations and industry standards.
- Supervisors: Monitor the safe operation of forklifts, enforce safety rules, and address any unsafe practices or conditions.
- Forklift Operators: Operate forklifts safely and responsibly, perform pre-operational checks, and report any issues or concerns.

Operator Training and Certification:

- Only trained and certified employees are permitted to operate forklifts.
- Training includes classroom instruction, hands-on training, and an evaluation of the operator's performance.
- Refresher training is required every three years or after an incident, near-miss, or observed unsafe operation.

Pre-Operational Checks:

- Operators must conduct a pre-operational inspection of the forklift before each shift, checking for any mechanical issues, fluid leaks, tire condition, and the proper functioning of safety devices.

Safe Operating Practices:

- Observe speed limits and traffic regulations within the facility.
- Use seat belts and other safety equipment provided.
- Keep a clear view of the path of travel and use spotters or mirrors in areas with restricted visibility.
- Avoid abrupt stops, quick turns, and driving with an elevated load.
- Maintain a safe distance from other vehicles, pedestrians, and edges of ramps or platforms.

Load Handling:

- Ensure that loads are stable, secure, and within the forklift's rated capacity.
- Tilt the load backward and keep it low to the ground while traveling.
- Use caution when handling oversized or irregularly shaped loads.

Maintenance and Repairs:

- Forklifts must be maintained in safe working condition, with regular inspections and necessary repairs performed promptly.
- Any forklift found to be unsafe must be removed from service until repaired.

Review and Update:

- The Forklift Safety Policy will be reviewed annually or as needed to ensure its effectiveness and compliance with current safety standards and regulations.