

**College Procedure: 308.5 – Forklift Operating
(Powered Industrial Truck)**

Policy Reference: 308 – Use of College Equipment
Responsible Department: Facilities and Public Safety
Approval Authority: Cabinet
Procedure Owner: Vice President, Facilities and Public Safety
Effective Date: 09/05/2023

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Scope: College-wide

Reason for Procedure

The procedure outlines general operating, maintenance, inspection and training requirements governing safe forklift use.

The Procedure

Departments using forklifts must ensure that supervisors and operators comply with all aspects of this safety program. All Kirkwood employees/authorized students must successfully complete a training program and receive applicable certification prior to the operation of any forklift. Contractors operating forklifts on Kirkwood projects are expected to meet or exceed the requirements found in this program and comply with all applicable statues and regulations governing the use of powered industrial trucks.

Forklift Training

Employees/students who are required to operate forklifts for Kirkwood classroom and/or job duties must receive a Forklift Certification training prior to engaging in forklift operation and a re-evaluation every 3 years following original certification.

Certification Training will primarily be provided by Kirkwood Continuing Education. Re-Evaluation training will primarily be provided by Kirkwood Continuing Education, or a “Train the Trainer” Certified Kirkwood employee. Certification training will consist of general safety instruction (Classroom) and practical operation of the unit (Hands On). All operational training must be conducted under close supervision of qualified personnel.

Forklift training options:

1. Certification Course

Employers Certification Training, must certify that each operator has been trained and evaluated in accordance with the OSHA standard. [29 CFR 1910.178(l)(6)]

The certification must include:

- Operator name.
- Training date.
- Evaluation date.
- Name of person(s) performing the training or evaluation.

2. Re-Evaluation Course

Employers Re-Evaluation training, including an evaluation of the effectiveness of that training, shall be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. Refresher training in relevant topics shall be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner.
- The operator has been involved in an accident or near-miss incident.
- The operator has received an evaluation that reveals that the operator is not operating the truck safely.
- The operator is assigned to drive a different type of truck.
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

Each operator's performance must be evaluated at least once every three years in accordance with the OSHA standard. [29 CFR 1910.178(l)(4)].

3. Train The Trainer Course (Kirkwood Employees Only)

Train the Trainer Certification is offered to Kirkwood employees who have extensive knowledge, training, and experience has demonstrated the ability to train and evaluate powered industrial truck operators. – OSHA.gov

Forklift Operation

According to OSHA 29 CFR 1910.178(l)(1)(i); The employer shall ensure that each powered industrial truck (Forklift) operator is competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation. (See Forklift Training)

Only authorized and currently certified personnel may operate the forklift. Trainees may operate the forklift only under the direct supervision of a trainer, and where such operation does not endanger the trainee or other personnel.

Forklift Maintenance

All Forklift maintenance is to be scheduled and/or completed by authorized personnel only. Under no circumstances are individuals to complete any forklift maintenance unless authorized to do so or before consulting with Facilities.

Any forklift deemed not in safe operating condition must be removed from service immediately. Authorized personnel must make all repairs and maintain appropriate records of repair.

Forklift Area of Responsibilities

Operators:

Operators will be responsible for the following items

- Read and comply with the Kirkwood Forklift Safety Procedure.
- Complete the Forklift Operators Daily Checklist before operating any forklift.
- Complete the Work Area Inspection Checklist before operating any forklift.
- Review the procedures outlined in this document a minimum of once per year.
- Observe the operation of the forklift and report unsafe practices to your Areas equipped with a forklift will be responsible for the following items,
- Implementation and administration of Forklift safety procedure
- Complete and maintain daily inspection logs
- Report any issues/damages to Facilities
- Verify all employees/authorized users are up to date on required forklift Certifications/Refresher Courses
- Ensure employees/authorized users are utilizing best practices and OSHA standards for operating a Forklift.

Facilities Division:

Kirkwood Facilities Division will be responsible for the following items,

- Scheduling and Invoicing of Annual Inspections
- Annual review and update of Forklift training requirements
- Assist in the completion and/or scheduling of required Maintenance
- Supplying and collection of Operators Daily Checklist

Program Evaluation

The Kirkwood forklift program shall be evaluated on an annual basis utilizing the protocols set forth by Vice President of Facilities and Public Safety. The evaluation team will consist of the Vice President of Facilities and Public Safety and his/her designated review team. Any program deficiencies identified during the evaluation will be documented and corrective action plans will be developed.

Enforcement

It is a violation of Federal law for anyone UNDER 18 years of age to operate a forklift or for anyone OVER 18 years of age who is not properly trained and certified to do so. Management will ensure that requirements, specified in this procedure, are followed through with and properly maintained. Failure to conform to this program will result in discipline up to, and including, termination.

References

[Powered Industrial Trucks - Forklifts](#)

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	09/05/2023	Cabinet	New procedure