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LIFT TRUCK POLICY AND PROGRAM

[Organization Name] shall establish a lift truck program that outlines the prescribed requirements for the use of powered lift trucks at all [Organization Name] workplaces, in accordance with the requirements of applicable legislation, guidelines and standards. The program shall include training requirements of authorized operators, and lift truck maintenance requirements.

POLICY

Lift Truck Applicable Legislation, Guidelines and Standards the Ministry of Labour (MOL) Guidelines for the Safe Operation and Maintenance of Powered Lift Trucks provide practical advice to employers about implementing effective safety programs for lift truck operators. The prescribed requirements for a lift truck safety program, including competency requirements for all operators, are outlined in the MOL Guideline and in the CSA Standard B335-15: Safety Standard for Lift Trucks. Occupational Health and Safety Act, R.S.O. 1990 Industrial Establishments, Ontario Regulation 851/90 Ontario Ministry of Labour (MOL):

Guidelines for Safe Operation and Maintenance of Powered Lift Trucks, July 1999, (R2009) ISBN 0-7778-8974-9 CSA Standard B335-15 Safety Standards for Lift Trucks. 3.0 Forklift Program.

* Only qualified, authorized, and competent operators shall operate [Organization Name] owned or operated lift trucks.
* Operators shall use lift trucks in a safe, responsible manner that is in accordance with training received and safe operating procedures. Operators will have their practical skills reviewed regularly, minimally at 18-month intervals.
* Authorized operators shall complete the provided pre-operative checklist prior to use of lift trucks. Seat belts shall be worn where provided
* All lift truck operators shall have ready access to manufacturer’s operating manuals for the safe use and proper maintenance of lift trucks. [Organization Name] shall ensure these manuals are available.
* A standard code of signals shall be developed and provided by the operations supervisor of each lift truck to each signaler, operator, and others who are required to understand such signals.
* All [Organization Name] lift trucks shall be covered by preventative maintenance programs, which include annual inspections by a qualified provider.

The role of the authorized lift truck operator is to:

* Use lift trucks in a safe, responsible manner that is in accordance with training received and safe operating procedures.
* Complete a pre-operative checklist prior to daily use of lift trucks
* Wear the seatbelt, where provided.

The role of the company is to:

* Establish and document a departmental Lift Truck Safety Program in accordance with the MOL Guideline and the CSA Standards.
* Provide operators with access to manufacturer’s operating manuals for the safe use and proper maintenance of lift trucks.
* develop a standard code of signals where required; arrange training for each signaler, operator, and others[Organization Name] powered sit-down lift trucks to the Manager of Transportation Services for inventory management and to [Organization Name]
* provide a pre-operative checklist for use by operators, available through [Organization Name].