MATERIALS HANDLING EQUIPMENT POLICY

<Organization Name> values the health and safety of its employees and has implemented this policy to provide employees with important information and procedures to safely operate materials handling equipment such as: scissor lifts and forklifts. <Organization Name> will ensure that all employees adhere to the guidelines set forth by this policy and the British Columbia *Occupational Health and Safety Regulation* and WorkSafeBC.  
  
SCOPE

This policy is applicable to all employees who operate elevating work platforms or materials handling equipment such as: forklifts, lift trucks, or scissor lifts as part of their job duties for <Organization Name>.

DEFINITIONS   
  
"Movable work platform" is defined as a work platform that can be re-positioned during the course of the work being performed.  
  
"Elevating work platform" is defined as a movable work platform that self-elevates to overhead work locations.   
  
"Work platform" means an elevated or suspended temporary work surface used for supporting workers and which includes a scaffold and a seat attached to a suspended rope designed to accommodate one person in a sitting position.

POLICY  
  
<Organization Name> follows the British Columbia *Occupational Health and Safety Regulation,* WorkSafeBC, and any other applicable legislation related to safety protocol when using elevating or lift-truck mounted work platforms such as scissor lifts and/or forklifts.  
  
Safety Procedures

* Elevating work platforms and/or any work platform that is supported by a lift truck must be clearly marked with a rated capacity.
* For each elevating work platform in use at a workplace, the equipment manufacturer's maintenance manual, containing maintenance instructions and replacement part information, must be reasonably available to workers at the workplace.
* The employer must keep records of inspection, maintenance, repairs or modifications for all elevating work platforms.
* All equipment must be tested and inspected in accordance with the manufacturers instructions and OHS regulations.
* Elevating work platforms must have a warning system consisting of an intermittent horn or flashing light that
* is automatically activated during any motion of the work platform, and
* can be seen or heard by other workers in proximity to the work platform.
* A work platform supported by the forks of a lift truck may be used to support workers only for infrequent, short-duration work.
* If a worker is elevated on a work platform supported by a lift truck, the operator must remain at the controls of the truck at all times during use.
* While using scissor lifts, or elevating work platforms with similar characteristics to scissor lifts, employees must ensure that all manufacturer-directed guardrails and safety chains are in place.
* Forklift operators and other equipment operators must be provided with the appropriate training to safely operate the equipment.
* Employees who are equipment operators must have valid certification to safely operate the equipment. The employer must keep a copy of the employee's proof of certification.
* All equipment must be inspected before and after use. Any defects must be reported to management and the equipment should not be used until the equipment is repaired.
* All equipment must be used by employees in a safe and controlled manner. Employees must adhere to all safety procedures.
* Loads must be properly secured and not exceed the weight limit of the equipment.
* Pedestrians and other employees must be kept clear of the equipment while it is in use.
* Ground stability should be tested and confirmed. Equipment should only be operated on a firm level surface, clear of obstructions and debris, and capable of withstanding the weight and all forces applied by the equipment.
* Equipment operators must have clear visibility of the work area and any potential hazards in their way.
* All safety controls, equipment, and barriers must be used in accordance with OHS regulations and manufacturers instructions.
* Emergency procedures must be established and communicated to all employees in case of an accident or emergency situation.
* All overhead dangers should be identified, controlled or resolved prior to the commencement of work.
* Boarding/exiting/closing a scissor lift should be accomplished in accordance with the manufacturer’s instructions.
* The carrier vehicle or wheels of a movable work platform must be secured against inadvertent movement before a worker occupies the platform.
* Each work platform must have sufficient strength to bear the load to be placed on it, and

be secured against separation from the supporting equipment, structure or surface to which it is attached.

* Safe access and egress must be provided to every work platform.
* Fall protection systems must be used where necessary.
* Objects or production equipment with the potential of falling from a scissor lift should be secured with an adequate safety lanyard and/or system.