LIFT TRUCK AND MOBILE EQUIPMENT POLICY

[Insert Organization Name] values the health and safety of its employees and has implemented this policy to provide employees with important information and procedures for the safe operation and use of lift trucks and other mobile equipment.[Insert Organization Name] will ensure that all employees adhere to the guidelines set forth by this policy, the Nova Scotia *Occupational Health and Safety Act and General Regulations.*

DEFINITIONS

Lift trucks and forklifts: defined as any self-loading truck, equipped with load carriage and forks for transporting and tiering loads.

Source: [The Nova Scotia Occupational Health and Safety Act and General Regulations.](https://novascotia.ca/just/regulations/regs/ohsgensf.htm#TOC3_2:~:text=any%20other%20form.-,Occupational%20Safety%20General%20Regulations,-made%20under%20Section)

POLICY

[Insert Organization Name] follows The Nova Scotia *Occupational Health and Safety Act and General Regulations* and any other applicable legislation related to safety protocols when using forklifts, lift trucks, powerjacks, or other mobile lifting equipment in the workplace. [Insert Organization Name] recognizes that it is the duty of the employer to take every reasonable precaution in the circumstance for the protection of workers.

In Nova Scotia, no worker shall operate a lifting device, mobile equipment, vehicle or other powered machine, tool or equipment, unless that individual is competent to do so.

Safety Procedures

* The employer shall ensure that a hoist, lift truck or powered mobile equipment:
	+ is only operated by a competent person
	+ has gears and moving parts securely guarded by adequate means where necessary to prevent hazards
	+ which has any load on it is adequately secured where necessary to prevent hazards
	+ is provided with safe means of access and exit from the operator’s position and any passenger’s position.
	+ The employer shall ensure that every supervisor and operator of a lift truck or other lifting equipment has been provided with the necessary information, instruction, training, supervision, and facilities required for the safe operation of the equipment.
	+ The employer must ensure that a lift truck or other lifting equipment is operated in a manner that will not endanger any person or property.
	+ The employer will ensure exposure from exhaust gases does not exceed the occupational exposure limit for the gas.
	+ The employer will ensure that the workplace meets all ventilation requirements.
	+ An employer shall ensure that where a lift truck is operated in a one-way aisle, the width of the aisle equals at least the width of the vehicle or load being carried, whichever is wider, plus 600 mm; and
	+ In a two-way aisle, the width of the aisle equals at least twice the width of the vehicle or load being carried, whichever is wider, plus 900 mm.
	+ The employer shall ensure that a hoist, lift truck or powered mobile equipment is installed, assembled, started, operated, used, handled, stored, stopped, inspected, serviced, tested, cleaned, adjusted, maintained, repaired, modified and dismantled in accordance with the manufacturer’s specifications.
	+ The employer shall designate one or more competent persons as a signaller to direct the safe movement of a load, hoist, lift truck or powered mobile equipment where the operator of that hoist, lift truck or powered mobile equipment does not have a clear view.
	+ An employer shall ensure that a mobile crane, lift truck or powered mobile equipment is equipped with:
		- An audible back-up alarm that operates automatically when the vehicle is in reverse gear, and is clearly audible above the background noise at the workplace.
		- A manually operated horn, unless such a horn was not installed at the time of manufacture.
		- Adequate front and rear lights when the equipment is used after dark or in dimly lit areas.
		- An adequate braking system which is tested and inspected regularly; and
		- A screen, shield, grill, deflector, guard or other adequate protection for the operator, where the operator may be exposed to the hazard of flying or intruding objects.
		- The employer shall ensure that all workers and operators of lift trucks or other mobile equipment are provided with the appropriate overhead protection to protect them from the hazard of falling objects.
		- The employer shall ensure that, where reasonably practicable, powered mobile equipment and lift trucks are equipped with rollover protective structures that meet the minimum safety requirements.
		- The employer shall ensure that all workers and operators of lifting equipment are provided with fire protection equipment adequate for the hazards of the equipment or vehicles.
		- The employer shall ensure that all lift trucks, power jacks, and other mobile equipment are inspected visually prior to use.
		- The employer shall ensure that ground stability is tested and confirmed. Equipment should only be operated on a firm level surface capable of withstanding the weight and all forces applied by the lifting devices.
* Employees must never alter or disconnect or disable any safety device.
* Smoking while near the batteries or fuel supply of any lifting devices is extremely dangerous and may cause an explosion.
* Operators should keep a copy of their proof of training at the workplace, either on their person or at a convenient nearby location.
* All employees that operate lift trucks, power jacks, and other mobile equipment must ensure that they are wearing all required safety equipment and personal protective equipment at all times.
* Failing to comply with safety requirements may result in disciplinary action up to and including termination of employment.

Please note: This is a general safety policy to guide the safe operation of lift trucks, powered jacks, and other mobile equipment. [Insert Organization Name] reserves the right to modify, update, or amend this policy as necessary to align with legislative requirements and to enhance the safety of lift truck and mobile equipment operations.