



County of Henrico Human Resources

| Verification | Originator | Revised | Issued |
|--------------|-----------------|-----------------|-----------------|
| Initials | Risk Management | Risk Management | Risk Management |
| Date | 05/01/2015 | 07/21/2017 | 07/28/2017 |

Safety/Loss Prevention Manual

Chapter 18 Powered Industrial Trucks (Forklifts)

| Area of Application: | County of Henrico General Government & Schools | |
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| Document Location: | http://employees.henrico.us/info/safety-manual/ | |
| Revisions | | |
| Rev. No. | Date | Description |
| 001 | 07/21/2017 | Powered Industrial Truck Program template added. Revision to training frequency. |
| 002 | | |

Purpose:

This chapter provides an overview of powered industrial trucks. For departments that will select and train personnel to become Powered Industrial Truck (Forklift) Operators, access the county's Powered Industrial Truck Program template through the Employee Portal "Safety" page. This chapter and the Powered Industrial Truck Program template will help all affected departments meet the requirements of Virginia Occupational Safety & Health Standard 29 CFR 1910.178. For departments that wish to administer a written test as part of operator training, contact Risk Management. A standardized test and answer key is available upon request.

Scope:

This chapter applies to all Henrico County departments and schools that require personnel to operate powered industrial trucks and pallet jacks during their work hours.

Program Administration:

With guidance from Risk Management, each affected department will implement and/or modify the County of Henrico Powered Industrial Truck Program template to meet its specific operational needs so that the requirements of this chapter, the written program, and the standard are met.

Responsibility:

All departments with employees who operate powered industrial trucks will ensure all affected personnel comply with this chapter and the Standard.

Operator Requirements:

- A. Operators must complete training according to the standard and the County of Henrico Powered Industrial Truck Program.
- B. Will have documentation of training sponsored or performed by the County of Henrico.

Training Requirements:

- A. Affected employees will complete training upon initial employment and prior to operating any powered industrial truck.
- B. Refresher training shall be provided to the operator whenever:
 1. The operator has been observed to operate the vehicle in an unsafe manner.



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2. The operator has been involved in an accident or near-miss incident.
 3. The operator has received an evaluation that reveals he/she has not been operating the truck safely.
 4. The operator is assigned to drive a different type of truck.
 5. Conditions in workplace characteristics have changed that could impact the safe operation of the truck.
 6. A Department Head or Supervisor has requested refresher training.
- C. Training may be conducted departmentally by a competent person or provided by a qualified contractor (i.e. CLARK, Inc.).
 - D. If a competent person, or qualified contractor, is not available to conduct training, contact Risk Management for assistance.
 - E. Each operator's performance shall be evaluated at least once every three years.
 - F. Departments shall document powered industrial truck training. Records shall be retained for each operator until the training has been updated.

Maintenance on Equipment:

Only trained and authorized personnel are to make repairs on powered industrial trucks. Modifications can only be made with the manufacturer's approval and by an authorized manufacturer representative.

Personal Protective Equipment:

- A. Protective equipment will be worn as required.
- B. Head protection will be worn by ground level staff when working around materials being moved or lifted above their heads.
- C. Steel-toed shoes or boots shall be worn when operating forklifts and pallet jacks.
- D. Seat belts shall be worn at all times.

Accident Reporting

All accidents involving employees and/or equipment shall be reported immediately to a supervisor.

Disclaimer:

Although every effort has been made to ensure this Policy addresses all applicable regulations, it is the operational manager's responsibility to ensure all rules and regulations are identified and followed.