

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc.		Doc No:	FORKLIFT
	Safety Management System		Initial Issue Date:	1/1/2017
			Revision Date:	6/23/2026
FORKLIFT			Revision No.	1.0
			Next Review Date:	6/23/2029
Issuing Dept: Safety				Page: Page 1 of 7

Purpose

The purpose of this program is to establish requirements for the safe operation and use of forklifts.

Scope

This program applies to all Dee Cramer, Inc. employees who operate a forklift in the scope of their job duties and assignments.

Definitions

Authorized Employee – A person, at least 18 years of age and who has completed the Dee Cramer, Inc's required safety training for the safe operations of forklifts.

Forklift (Powered Industrial Truck) – Any mechanical device used for the movement of supplies, material or finished a product that is powered by an electric motor or an internal combustion engine.

Responsibilities

Supervisor/Manager

- Shall ensure that each powered forklift operator is competent to operate a forklift safely, as demonstrated by the successful completion of the training and evaluation program.
- Shall ensure that all forklifts are inspected before each shift and all repairs are made before the forklift is operated.

Safety Department

- Provide and maintain forklift training

Employees

- Shall be current on applicable training.
- Operate forklift in accordance with the forklift standards and manufacturer requirements.
- Inspect forklift at the start of shift and remove from service if defects are found until they are corrected.
- Operate forklift in a safe manner.

Procedure

All approved forklifts shall have a manufactures identification plate attached showing all specifications of the forklift and that the forklift is accepted by a nationally recognized testing laboratory.

Modifications and additions, that affect capacity and safe operation, shall not be performed without manufacturer's prior written approval. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed reflect the modification or addition. The operator shall see that all nameplates and markings are in place and are maintained in a legible condition.

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Doc No: FORKLIFT	
	Initial Issue Date:	1/1/2017
	Revision Date:	6/23/2026
FORKLIFT	Revision No.	1.0
	Next Review Date:	6/23/2029
	Page:	Page 2 of 7
Issuing Dept: Safety		

All forklifts shall be equipped with a horn, backup alarm, beacon light, headlights and taillight. Forklifts shall be fitted with an overhead rollover cage, as per manufacturers specifications.

If the type of load presents a hazard to the operator, the forklift shall be equipped with a vertical load backrest extension, as per manufacturers specifications.

Operator Qualification

Only trained and certified operators, including supervisors, are allowed to operate the device (this includes refresher training requirements). The trainer shall certify in writing that each operator has been trained and evaluated as required.

Maintenance and Inspection of Forklifts

Forklifts shall be inspected prior to each shift by the operator before being placed in service, and shall not be placed in service if the inspection shows any condition adversely affecting the safety of the forklift. Operators must insure vehicle is safe prior to operating.

Inspection shall be made at least daily – prior to each shift. (visual – non documented) Inspection items shall be posted on each forklift. Operators must insure the vehicle is safe prior to operating.

Only authorized personnel shall perform maintenance, and make repairs. Forklifts in need of repairs to the electrical system shall have the battery disconnected prior to such repairs. Only parts equivalent with those used in the original design shall replace all parts of any forklift requiring replacement parts. Forklifts shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter weighting of fork trucks shall not be done. Where forklifts are used on a round-the-clock basis, they shall be inspected before each shift. Defects when found shall be immediately reported to the supervisor and corrected before operating the forklift.

When the temperature of any part of any forklift is found to be more than its normal operating temperature, the forklift shall be removed from service and not returned to service until the cause for such overheating has been eliminated.

Forklifts shall be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents, where at all possible, shall be used for cleaning trucks. Low flash point (below 100 degrees F.) solvents shall not be used. High flash point (at or above 100 degrees F.) solvents may be used if precautions regarding toxicity, ventilation, and fire hazard are mitigated with the agent or solvent used.

Operations

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc.		Doc No:	FORKLIFT
	Safety Management System		Initial Issue Date:	1/1/2017
			Revision Date:	6/23/2026
FORKLIFT			Revision No.	1.0
			Next Review Date:	6/23/2029
	Issuing Dept: Safety		Page:	Page 3 of 7

- All operators shall wear a seat belt when operating a forklift equipped with a seatbelt.
- Forklifts shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any forklift, whether loaded or empty.
- No riders or passengers are permitted.
- It is prohibited for arms or legs to be placed between the uprights of the mast or outside the running lines of the forklift.
- When a forklift is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set.
- Wheels shall be blocked if the forklift is parked on an incline.
- A forklift is unattended when the operator is 25 ft. or more away from the vehicle, which remains in view, or whenever the operator leaves the forklift and it is not in view.
- When the operator of a forklift is dismounted and within 25 ft. of the forklift still in view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car.
- Forklifts shall not be used for opening or closing freight doors.
- Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading.
- Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor.
- The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- An overhead guard (cages) shall be used as protection against falling objects.
- An overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- Fire aisles, access to stairways, and fire equipment shall be kept clear.

Traveling

- The operator shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
- If the load being carried obstructs forward view, the operator shall be required to travel backwards.
- The operator shall be required to look in the direction of and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Dee Cramer, Inc. Safety Management System	Doc No:	FORKLIFT
		Initial Issue Date:	1/1/2017
		Revision Date:	6/23/2026
FORKLIFT		Revision No.	1.0
		Next Review Date:	6/23/2029
Issuing Dept: Safety		Page:	Page 4 of 7

- When ascending or descending grades more than 10 percent, loaded forklifts shall be driven with the load upgrade.
- On all grades the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
- Under all travel conditions the forklift shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay are prohibited.
- The operator shall slow down for wet and slippery floors.
- Dock board or bridge plates shall be properly secured before they are driven over.
- Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion.
- Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
- All pedestrians always have the right of way.

Loading

- Only stable or safely arranged loads shall be handled.
- Caution shall be exercised when handling off-center loads, which cannot be centered.
- Only loads within the rated capacity of the forklift shall be handled.
- Forklifts equipped with attachments shall be operated as partially loaded forklifts when not handling a load.
- Extreme care shall be used when tilting the load forward or backward, particularly when high tiering.
- When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Operation of the Truck

- If at any time a forklift is found to need repair, defective, or in any way unsafe, the forklift shall be taken out of service until it has been restored to safe operating condition.
- Spillage of oil or fuel shall be carefully cleaned up.
- When fueling with Liquefied Petroleum Gas (LPG), operators shall wear approved LPG handling gloves.
- No forklift shall be operated with a leak in the fuel system.
- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- Operator must verify trailer chocks, supports, and dock plates are secured prior to loading/unloading.

 DEE CRAMER HEATING / COOLING / SHEET METAL <i>Dedicated People. Delivering Quality.</i>	Doc No:	FORKLIFT
	Initial Issue Date:	1/1/2017
	Revision Date:	6/23/2026
FORKLIFT	Revision No.	1.0
	Next Review Date:	6/23/2029
Issuing Dept: Safety	Page:	Page 5 of 7

Dock Loading/Unloading and Trailer Restraint/Securement

Trailer/dock load, unload and separation solutions can be divided between loader, unloader.

Steps below define the actions of loaders/unloaders, forklift operators, and drivers. These procedures specify who is responsible for authorizing access to the loading dock, deploying truck/trailer restraint devices, inspecting the truck/trailer and restraint devices, releasing the truck/trailer after loading/unloading, and other responsibilities.

Arrival Responsibilities - Driver

- Before Loader/Unloader can enter Driver:
 - Is required to set trailer brake and place two (2) wheel chocks under rear truck/trailer wheels.
 - Must ensure wheel chocks are positioned on each side of truck/trailer according to manufacture recommendation.



- Will inspect that truck/trailer is snug and square to dock.

During the Load/Unloading - Loader/Unloader Responsibilities

- Before entering truck/trailer:
 - Confirm if tractor is connected to trailer or truck has box (straight truck) require driver to set brakes, tractor/truck to be shut off while positioned at the dock and require the driver to surrender keys and remain in a safe, secure area while loading/unloading. Keys hung up at dock door and wheel chocks are in place and truck/trailer is snug and square to dock.

 DEE CRAMER HEATING / COOLING / SHEET METAL Dedicated People. Delivering Quality.	Doc No: FORKLIFT	
	Initial Issue Date:	1/1/2017
	Revision Date:	6/23/2026
FORKLIFT	Revision No.	1.0
	Next Review Date:	6/23/2029
Issuing Dept: Safety	Page:	Page 6 of 7

- If no tractor is connected to trailer loader/unloader will verify wheel chocks are placed properly and truck/trailer is snug and square to dock.
- Pallet Jacks or sit-down forklifts that weigh less than 5,000lbs are the only Material Handling Equipment (MHE) to enter trucks/trailers on the loading dock. Sit down units give the operator more protection because of the use of seat belts.
*Never use a standup unit loading or unloading truck/trailer and keep standup units 10 feet away from the loading dock doors. *
- When entering truck/trailer:
 - Disconnect safety chain and open dock and truck/trailer door.
 - Inspect the floor of the truck/trailer for any visible damage. If damage is found report to immediate supervisor.
 - Ensure that the height of the entry door is adequate to clear the height of your vehicle, taking into consideration the height of the loading platform.
 - Drive straight across the bridge plates when entering or exiting the truck/trailer
 - Use dock lights and headlights when working in a dark trailer.
 - Sound the horn when entering or exiting the trailer.

Load/Unload is Completed -Driver and Load/Unloader Responsibilities

- If trailer is connected to tractor or truck is a box truck (straight truck)- When load and unload is complete driver is required to inspect load, secure load, close trailer door.
Loader/unloader will give keys back to driver and close dock door and connect safety chain.
- If trailer is not connected to tractor or truck is a box (straight truck) and no driver - When load and unload is complete loader/unloader is required to ensure load is secured, close trailer door and dock door and reconnect safety chain.

If there are any concerns or issues during any part of this process, contact your immediate supervisor/manager immediately.

Training

Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video, and written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and operator evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by authorized persons who have the knowledge, documented training, and experience to train powered industrial truck operators and evaluate their competence.

Each operator is required to be re-evaluated every three years.

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			Revision Date:	6/23/2026
			Revision No.	1.0
FORKLIFT			Next Review Date:	6/23/2029
Issuing Dept: Safety			Page:	Page 7 of 7

Mandatory refresher training shall be provided when unsafe operations are observed, after an incident, if operating a different vehicle type, changes in conditions or any time Dee Cramer, Inc. feels an operator requires refresher training.

Management of Change		
Date	Description of Change	Name
6/23/2026	General process flow updates.	Madelyn Nichols