



UNC CHARLOTTE

Environmental Health and Safety

February 2017

### OVERVIEW OF FACT SHEET



Forklifts are used at UNC Charlotte to maintain and service facilities, as well as academic operations. However, these vehicles pose significant risk for operators and pedestrians.

Forklift-owning departments are responsible for ensuring only trained authorized personnel operate the forklift and that preventive maintenance inspections are performed at least annually.

The employee plays a vital role in the safe operation of forklifts. Forklift operators are responsible for its safe operation and compliance with OSHA standards.

If there is an accident involving a forklift, it must be promptly reported to the department supervisor, campus police and EHS. The vehicle shall be tagged out of service immediately and evaluated by a licensed technician. Once the vehicle is deemed safe by the technician, it may be returned to service.

If you have any questions regarding forklifts or other safety topics, please contact the [Environmental Health and Safety Office \(safety.uncc.edu\)](mailto:safety.uncc.edu) at 704-687-1111.

# Forklift Safe Operation

### Management Responsibilities

- Consult with the Environmental Health and Safety (EHS) office prior to purchasing a forklift.
- Identify a safe storage location and ensure licensed technician completes annual preventive maintenance inspection.
- Develop a key control system to limit access to authorized personnel.
- Verify authorized forklift operators have completed forklift training and they have a valid forklift operator's license. Please note that these licenses expire every 3 years.
- Ensure only trained authorized personnel operate the forklift.
- Conduct continuous monitoring of operators and implement disciplinary action when necessary.

### Operator Responsibilities

- Follow all manufacturer, regulatory and training standards.
- Conduct a pre-use inspection of the forklift.
- Always wear equipped seat belt.
- Evaluate the load and environmental factors.
- Approach load slowly and operate forklifts with caution.
- All equipment and supplies loaded on the forklift should be secured and within the constraints of the forks.
- Obey all written warnings, manual instructions and precautions.
- Use of forklifts on main roads should be limited.
- Pedestrians always have the right of way.
- Do not leave the forklift unattended with the engine running.
- Do not leave the forklift unattended with the keys in the ignition.
- Do not use a mobile phone while operating the forklift.
- Do not allow passengers to ride the forklift.
- Vehicles must be parked away from pedestrian pathways or building entrances.
- Vehicles should not be modified unless with the manufacturer's written approval.



### GROUP DISCUSSION TOPICS:

- Who has a valid forklift operator's license?
- Who is authorized to operate a forklift?
- Has anyone been involved in a forklift accident? If so, how could it have been prevented?
- What should you do if you are involved in a forklift accident?
- Who is responsible for continuously monitoring forklift operators and implementing disciplinary action when necessary?
- Who is responsible for onsite forklift selection and safe usage?