Overview of Fact Sheet

Forklifts have become essential to maintaining and servicing University facilities and academic functions. However, these vehicles pose significant risk for operators and pedestrians. Therefore, the EH&S office has implemented a process to ensure personnel have received the proper training in compliance with Occupational Safety and Health Administration (OSHA) standards. The Forklift Owning Department must ensure only trained authorized personnel are allowed to operate, continuously monitors operators, inspection, maintains, and administers disciplinary action if necessary.

The employee plays a vital role in the safe operation of forklift. Employees who operate forklifts will be responsible for safe operation and compliance with OSHA standards. If there is an accident involving a forklift it must be reported to department supervisor and Police and Public Safety Office immediately. The vehicle must be tagged out of service immediately and evaluated by a trained mechanic. Once the vehicle has been deemed safe it will be returned to service.

If you have any questions, please contact the Environmental Health and Safety Office at 704-687-1111.

Checklist for Preventing Forklift Accidents

☑️ Verify all approved forklift operators have completed forklift training provided by EH&S and they have a valid forklift operator’s license. Please note: these licenses expire every 3 years.

☐ Ensure forklifts are inspected and are routinely mechanically evaluated by licensed technicians.

☐ Supervisor must ensure only trained authorized personnel are allowed to operate the forklift. Students are not allowed to operate.

☐ Supervisors should be conducting continuous monitoring and implementing disciplinary action where necessary.

☐ Operator should evaluate the load and environmental factors.

☐ Operator must obey all written warnings, manual instructions and precautions.

☐ Approach load slowly and operate forklifts with caution.

☐ Operates should remember pedestrians always have the right of way.

☐ Operators should limit use of forklift on main roads.

☐ Do not use a mobile phone or other device while operating.

☐ Keep your speed within the limit and always wear equipped seat belt.

☐ No passengers are allowed on forklift.

☐ Do not leave any unattended forklift with the engine running, or the keys in the ignition or doors.

☐ All equipment and supplies loaded should be secured and within the constraints of the forks.

☐ Vehicles must be parked away from pedestrian pathways or building entrances.

☐ Vehicle should not be modified unless manufacture approves.

Group Discussion Topics:

- Has anyone in this group not received training?
- Has anyone been involved in a forklift accident? If so, how could it have been prevented?
- Has anyone violated forklift rules or modified their vehicle?
- For your safety we will be closely monitoring forklift operators.