



City of St. John's Corporate and Operational Policy

Policy: 03-07-24 Forklift Operation Policy

Status:

Issued By: Human Resources

Revision No: 1

Revision Date: 2002/09/23

Date of Original Council

Approval: 2001/11/05

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 24 Forklift Operation Policy

Purpose

To ensure all forklifts are operated safely.

Policy Statement

It is required that all forklifts be subject to regular maintenance and the completion of a pre-operational safety checklist prior to commencement of every shift where the forklift is used. To ensure this, the following requirements must be met.

I. No employee shall be permitted to operate a forklift until he/she has successfully completed theoretical and practical training and has passed a practical test. The operating skill of forklift operators should be monitored daily and reviewed annually during performance review. Skill evaluation will be done every three years or sooner if deemed necessary.

II. A safe operating procedure shall be developed and posted on each forklift and its contents shall be part of the forklift training program.

III. All certified operators shall complete a pre-operational inspection checklist prior to operating the forklift and has completed the pre-operational checklist.

IV. The Fleet Division shall carry out regular maintenance on forklifts and shall maintain records thereof.

Responsibility and Accountability

Managers

1. Responsible to ensure that all Forklift Operators within the Department have appropriate training and are deemed competent in safe forklift operation.
2. Responsible to ensure that Front-line Supervisors enforce this policy.
3. Responsibility for ensuring all forklifts are outfitted with a safe work procedure.

Front-line Supervisors

1. Responsible to ensure that employees operate forklifts in a safe manner.
2. Responsible for ensuring deficient forklifts are taken out of service and arranging for its repair.
3. Accountable to their Manager for ensuring all Forklift Operators under his/her direction have received appropriate training and for ensuring that the pre-operational safety inspection checklist is completed by an Operator prior to the commencement of each shift.

Employees

1. Employees are responsible to ensure that they do not operate the forklift until they have successfully completed forklift training.
2. Employees are responsible to complete pre-operational safety inspection checklist at commencement of each shift.

Application

Responsibilities

Managers, Front-line Supervisors, Employees

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - October 25, 2001; Regular Meeting of Council - November 5, 2001; Finance and Administration Standing Committee report - September 19, 2002; Regular Meeting of Council - September 23, 2002.

Review Period

Available to Public

- ☐ Yes
- ☐ No