OVERVIEW (WMI Facility)

(1) Only Authorized personnel will operate powered industrial lifts either owned or controlled by WMI.

(2) Training shall be provided on each specific piece of equipment used in the shop or on the job-site.

OVERVIEW (Job Sites)

(1) Only Authorized personnel will operate powered industrial lifts at job sites.

(2) Other personnel must get permission from WMI Foreman at the job site to operate WMI equipment.

**PURPOSE:**

It is the policy of Wagner-Meinert, LLC to permit only trained and authorized personnel to operate powered industrial trucks. This policy is applicable to both daily operators and those who occasionally use a powered industrial truck at the WMI facility. WMI employees will not use customer equipment unless written authorization is given from the appropriate personnel.

**SCOPE:**

It is the company's intent to comply with the regulations governing use of industrial lifts, also known as fork trucks and powered industrial trucks, lulls, gradall’s, etc. found in the Powered Industrial Trucks standard at 29 CFR 1910.178 and 1926.602 for construction. These regulations have general requirements for driver training (specified as "operator training") and very specific requirements for forklift operations (specified as "truck operations").

FORMS:

**APPENDIX 10A** **Propane/Diesel Lift Inspection Checklist**

**APPENDIX 10B** **Electric Lift Inspection Checklist**

**REFERENCES:**

Requirements and regulations pertaining to powered material handling equipment are found in the following publication:

Occupational Safety and Health Standards for General Industry (29 CFR 1910.178).

Occupational Safety and Health Standards for General Industry (29 CFR 1910.180).

Occupational Safety and Health Standards for Construction (29 CFR 1926.602).

Occupational Safety and Health Standards for Construction (29 CFR 1910.333(c)(3)

**PROCEDURES:**

These written material handling operation procedures establish guidelines to be followed, whenever any employee works with industrial lifts at this company. The rules established are to be followed:

Provide a safe working environment,

Govern operator use of industrial lifts, and

Ensure proper care and maintenance of industrial lifts.

**1.0 OBJECTIVES**

**2.0 RESPONSIBILITIES**

**3.0 TRAINING**

**4.0 TRAINING PROGRAM CONTENT**

**5.0 CERTIFICATION**

**6.0 RIGGING**

**7.0 ERGONOMICS AND BACK SAFETY**

**8.0 BACK LIFTING SAFETY**

**9.0 ERGONOMIC RISK FACTORS**

**1.0 OBJECTIVES**

The objectives of the Material Handling Program include:

1.1 To ensure that operators understand the limitations and safe operations of the equipment.

1.2 To ensure that all equipment is properly maintained and is kept good working order.

1.3 To ensure that equipment malfunctions are noted before accidents occur.

1.4 To ensure that non-qualified employees do not operate material handling equipment.

1.5 To ensure that operators receive refresher training as necessary.

1.6 To ensure that qualified trainers are available to instruct new operators and conduct refresher training.

**2.0 RESPONSIBILITIES**

2.1 Safety Director

2.1.1 Is responsible for developing and revising the written powered material handling program. In addition, the Safety Director will be responsible for the training requirements and maintaining training documentation.

2.2 Shop Foreman

2.2.1 The Shop Foreman or designee is responsible for maintaining completed checklists and scheduling routine maintenance on our equipment.

2.2.2 Whenever our industrial lifts are at customer job sites, the shop foreman is responsible to send enough daily safety check sheets (Appendix 10A) to cover the time the industrial lift will be at that site.

2.3 Job Site Foreman

2.3.1 The foreman on the job site is responsible for seeing that the daily safety check sheets (Appendix 10A) for industrial trucks are completed. All check sheets will be returned to Shop Foreman when the equipment comes back to the shop or if rented/leased, maintained by the site Foreman.

2.4 Safety Committee

2.4.1 Safety Committee is responsible for auditing the entire material handling program and providing training assistance/materials to the department utilizing material handling equipment.

2.5 All Employees

2.5.1 Employees are responsible for operating the material handling equipment according to safe and proper techniques outlined in their training. In addition, employees are responsible for notifying the foreman of any unsafe conditions related to the powered material handling equipment.

2.5.2 Employees are responsible to verify trailer chocks, supports, and dock plates prior to loading/unloading.

2.6 Project Manager

2.6.1 Is responsible for assuring that field personnel have the required training and adequate documentation forms at the job site.

**3.0 TRAINING**

3.1 Training Frequency and Materials

3.1.1 Employees will be trained and evaluated on proper and safe operation of powered material handling equipment upon initial hire, and at least once every 3 years thereafter. More frequent refresher training will be conducted as needed or, if the following problems are observed:

3.1.1.1 The operator is operating the material handling equipment in an unsafe manner.

3.1.1.2 The operator is involved in an accident or near miss.

3.1.1.3 The Foreman or Safety Director has determined that the equipment is not being operated in a safe and proper manner.

3.1.1.4 When conditions in the workplace change in a manner that could affect safe operation of the equipment.

3.1.1.5 Or when the operator is required to use new equipment.

3.1.1.6 **Locate and Review the Operator’s Manual**.

**4.0 TRAINING PROGRAM CONTENT**

4.1 Operating instructions (Manual), warnings, and precautions for the types of material handling equipment the operator will be authorized to use.

4.2 Controls and instrumentation: location, what they do and how they work.

4.3 Similarities and differences from the automobile.

4.4 Steering and maneuvering.

4.5 Visibility and restrictions due to loading.

4.6 Vehicle capacity and stability.

4.7 Pedestrian traffic.

4.8 Fork and/or attachment adaption, operation and limitations of their utilization.

4.9 Vehicle capacity (Yes, you’ve seen it before).

4.10 Vehicle stability.

4.11 Vehicle inspection and maintenance.

4.12 Refueling or charging, recharging batteries.

4.13 Operating limitations.

4.14 The operating environment.

4.15 Floor surfaces and/or ground conditions where the vehicle will be operating.

4.16 Composition of probable loads and load stability.

4.17 Load manipulation, stacking, unstacking.

4.18 Pedestrian traffic (Doubly important).

4.19 Narrow aisle and restricted place operation.

4.20 Operating in classified hazardous locations.

4.21 Operating the truck on ramps and other sloped surfaces which would affect the stability of the vehicle.

4.22 Other unique or potentially hazardous environmental conditions which exist or may exist in the workplace.

4.23 Operating the vehicle in closed environments and other areas where insufficient ventilation could cause a buildup of carbon monoxide or diesel exhaust.

**5.0 AUTHORIZATION/TRAINING/CERTIFICATION**

5.1 Only designated personnel shall be allowed to operate our equipment. No employee will be allowed to operate powered material handling equipment without having documentable training on that piece of equipment. Certifications (fork truck) may be issued after completion of material handling training and evaluation. Employees will be re-certified every three years by OSHA standards. Documentation will be maintained by the Safety Director.

**6.0 RIGGING**

6.1 Rigging is essential for moving construction materials and equipment and, at the same time, keeping them under control.

6.2 Never swing loads over the heads of workers in the area. Keep all personnel clear of all suspended loads and loads ready to be lifted.

6.3 Only trained flagmen and/or signalmen are to direct rigging operations, using established hand signals that are industry standard.

6.4 Tag lines should be used to control rigged loads.

6.5 Do not overload any part of your rigging. Check loads just off the ground for balance and stability before hoisting.

6.6 Never leave a suspended load unattended.

6.7 All rigging equipment, when not in use, shall be removed from the immediate work area and stored appropriately.

6.8 Never allow loads, booms or rigging to approach within 10 feet of energized electrical lines rated 50KV or lower unless the lines are de-energized. For lines rated greater than 50 KV, follow OSHA regulations.

6.9 Always operate equipment on firm, level ground or use mats, particularly for near-capacity lifts.

6.10 Rope off or barricade a space equivalent to the swing radius of the rear of the rotating structure 360 degrees around all cranes operating on your jobsite.

* 1. All hoist chains, slings and hooks are visually inspected before each use, monthly and every three months all hoist chains, slings and hooks will be inspected and documented by a certified outside contractor. Any rigging that does not pass inspection will be removed from service and tagged immediately.

6.12 All rigging hooks shall be of a type that can be closed and locked, eliminating the hook throat opening. Alternatively, an alloy anchor type shackle with a bolt, nut and retaining pin may be used.

**COMMUNICATION** – **Talk to your Supervisor/Co-workers before issues become injuries.**

**7.0 BACK LIFTING SAFETY**

7.1 Lifting is very much a part of our every day jobs. And, because it is something we do so often, we tend to do it without thinking, or until we strain a muscle, or worse, hurt our backs.

7.1.1 Plan the lift by looking at the object to be lifted and the surrounding area.

7.1.2 If the object is too heavy or too awkward for you get help or use a mechanical lifting device.

7.1.3 Clear the area of any items that may interfere with the lifting.

7.1.4 Plant your feet and lift with your legs. Do Not TWIST Your Back

**8.0 ERGONOMIC (HUMAN) AND MECHANICAL FACTORS**

8.1 There are three main risk factors associated with ergonomics related injuries. Minimizing these risk factors or changing how we approach them can reduce the chance of an incident or injury.

8.1.1 FORCE – Tasks that require a high level of physical exertion such as heavy lifting are at risk for causing an incident or injury.

8.1.2 REPETITION – Task that require performing the same motion or series of motions continually for an extended period of time are at risk of causing an incident or injury.

8.1.3 AWKWARD POSTURES/POSITIONING – Tasks that require us to assuming positions that place stress on the body or equipment, such as reaching above the shoulder, extending a load to far, squatting, leaning over a counter, overweight loads or twisting the body while lifting, etc. are all risk factors to consider.

**Cell Phones shall NOT to be used while operating the equipment.**

**DOCUMENT MANAGEMENT:**

The Safety Director is responsible for developing and maintaining the program.

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our written Material Handling Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

**CHANGE CONTROL:**

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on April 14, 2001, replacing the former Material Handling Program entirely.

**PERSONNEL:**

The Owners of Wagner-Meinert, LLC have the ultimate responsibility for this Material Handling Program. They have designated the Safety Director to manage the program.

| **Revision / Review History** |
| --- |
| **Revision** | **Date** | **Authorized By** | **Changes** |
| 1 | 9/11/2000 | Safety Director | New Program |
| 2 | 1/15/2001 | Safety Director | Annual Review |
| 3 | 1/10/2002 | Safety Director | Annual Review |
| 4 | 1/11/2003 | Safety Director | Annual Review |
| 5 | 1/15/2004 | Safety Director | Annual Review |
| 6 | 1/10/2005 | Safety Director | Annual Review |
| 7 | 6/27/2006 | Safety Director | Annual Review |
| 8 | 9/6/2007 | Safety Director | Annual Review |
| 9 | 8/23/2010 | Safety Director | Annual Review |
| 10 | 10/3/2012 | Safety Director | Annual Review |
| 11 | 11/10/2012 | Safety Director | Annual Review |
| 12 | 9/25/2013 | Safety Director | Annual Review |
| 13 | 6/30/2016 | Safety Director | Annual Review-Updated and new format |
| 13 | 6/30/2017 | Safety Director | Annual Review |
| 13 | 7/01/2018 | Safety Director | Annual Review |
| 13 | 6/7/2019 | Safety Director | Annual Review |