

## Departmental Lift Truck Program

### A. Department and Lift Truck Identification

Dept.: \_\_\_\_\_ Location: \_\_\_\_\_

Make/Model: \_\_\_\_\_

Serial No.: \_\_\_\_\_ Date of Manufacture: \_\_\_\_\_

### B. Lift Truck Capacity, Attachments and Limitations

Lift capacity: \_\_\_\_\_

Attachments: \_\_\_\_\_

Power source: \_\_\_\_\_

### C. Safe Operating Procedures

Battery charging station is located \_\_\_\_\_

Propane tank storage is located \_\_\_\_\_

The list of authorized users will be posted:

- adjacent to lift truck charging station
- adjacent to lift truck parking area
- other: \_\_\_\_\_

A copy of the Manufacturer's User Manual is kept:

- adjacent to lift truck charging station
- adjacent to lift truck parking area
- other: \_\_\_\_\_

Keys will be controlled and stored \_\_\_\_\_ between uses.

D. Workplace Hazards (check all that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Vehicular traffic  | <input type="checkbox"/> Shifting terrain  | <input type="checkbox"/> Noise                              |
| <input type="checkbox"/> Pedestrian traffic | <input type="checkbox"/> Soft terrain      | <input type="checkbox"/> Unstable loads (describe)<br>_____ |
| <input type="checkbox"/> Blind corners      | <input type="checkbox"/> Ditches           | <input type="checkbox"/> Other<br>_____                     |
| <input type="checkbox"/> Narrow pathways    | <input type="checkbox"/> Steep slopes      |   |
| <input type="checkbox"/> Rough terrain      | <input type="checkbox"/> Inclement weather |   |

E. Facility and Environment Lift Truck is Not Permitted

F. Authorized Operators

All lift truck operators are trained according to University of Guelph's Policy & Program requirements, meeting MOL Guidelines and CSA Standards.

Lift truck operators will retrain on theory, not exceeding three (3) years and undergo practical skills evaluations, every eighteen (18) months, at a minimum. Practical assessments will be conducted by \_\_\_\_\_ for this Department.

Training records will be maintained by the operations supervisor and provided to EHS.

Operator checklists are provided by the operations supervisor and completed prior to each day's use. Completed checklists are kept \_\_\_\_\_. (Check lists available from EHS).

Authorized Operators:

G. Preventative Maintenance Arrangements

Annual testing arrangements are made by \_\_\_\_\_

PM Records are maintained on file by \_\_\_\_\_

Service and repair contract is with \_\_\_\_\_

\_\_\_\_\_  
Review date

\_\_\_\_\_  
*Operations Supervisor*

CC. **Department Head/ Chair**  
**EHS**