



HUMAN RESOURCES
ENVIRONMENTAL HEALTH AND SAFETY

LIFT TRUCK POLICY AND PROGRAM

IMPROVE LIFE.

REVISIONS HISTORY

| Revision Number | Document Section | Details of Amendments | Date |
|------------------------|-------------------------|-------------------------------|---------------|
| 0 | | New Policy | 2000 |
| 1 | | New Format of Program | October 2017 |
| 2 | | New Combined Policy & Program | December 2017 |
| 3 | All | AODA Compliance | February 2020 |

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1.0 POLICY STATEMENT AND PROGRAM OVERVIEW

The University shall establish a lift truck program that outlines the prescribed requirements for the use of powered lift trucks at all University of Guelph workplaces, in accordance with the requirements of applicable legislation, guidelines and standards.

The program shall include training requirements of authorized operators, and lift truck maintenance requirements.

2.0 LIFT TRUCK APPLICABLE LEGISLATION, GUIDELINES AND STANDARDS

The Ministry of Labour (MOL) *Guidelines for the Safe Operation and Maintenance of Powered Lift Trucks* provide practical advice to employers about implementing effective safety programs for lift truck operators. The prescribed requirements for a lift truck safety program, including competency requirements for all operators, are outlined in the MOL Guideline and in the CSA Standard B335-15: *Safety Standard for Lift Trucks*.

Occupational Health and Safety Act, R.S.O. 1990

Industrial Establishments, Ontario Regulation 851/90

Ontario Ministry of Labour (MOL): Guidelines for Safe Operation and Maintenance of Powered Lift Trucks, July 1999, (R2009) ISBN 0-7778-8974-9

CSA Standard B335-15 Safety Standards for Lift Trucks.

3.0 FORKLIFT PROGRAM REQUIREMENTS

1. All Lift Trucks shall have a written documentation, using the Departmental Lift Truck Safety Procedure Form completed by operations supervisor and outlining how the lift truck will be used in accordance with this Forklift Program. The Departmental Lift Truck Safety Procedure Form is appended. Completed Departmental Safety Procedure Forms shall be provided to Environmental Health and Safety (EHS).
2. Only qualified, authorized and competent operators shall operate University of Guelph owned or operated lift trucks.
3. Operators shall use lift trucks in a safe, responsible manner that is in accordance with training received and safe operating procedures. Operators will have their practical skills reviewed regularly, minimally at 18-month intervals.
4. Authorized operators shall complete the provided pre-operative checklist prior to use of lift trucks. Seatbelts shall be worn where provided.
5. The names of all authorized operators of lift trucks shall be provided to EHS and made available in departments by operations supervisors.

6. All lift truck operators shall have ready access to manufacturer's operating manuals for the safe use and proper maintenance of lift trucks. The operations supervisors shall make these manuals available.
7. University sit-down powered lift trucks shall come equipped with an overhead safety cage and driver restraint systems including seat belts.
8. A standard code of signals shall be developed and provided by the operations supervisor of each lift truck to each signaler, operator, and others who are required to understand such signals.
9. The acquisition or retirement of University-owned powered sit-down lift trucks shall be reported to the Manager of Transportation Services by operations supervisors for inventory management and to EHS.
10. All University of Guelph lift trucks shall be covered by preventative maintenance programs, which include annual inspections by a qualified provided. For assistance with maintenance programs, contact the Manager of Transportation Services at 519-824-4120 extension 52256.

4.0 ROLES AND RESPONSIBILITIES

1. **The role of the authorized lift truck operator is to:**
 - a. Use lift trucks in a safe, responsible manner that is in accordance with training received and safe operating procedures.
 - b. Complete a pre-operative checklist prior to daily use of lift trucks
 - c. Wear the seatbelt, where provided.
2. **The role of the operations supervisor is to:**
 - a. Establish and document a departmental Lift Truck Safety Procedure Form in accordance with this Program, in order to align with the MOL Guideline and the CSA Standards.
 - b. Provide operators with access to manufacturer's operating manuals for the safe use and proper maintenance of lift trucks.
 - c. Develop a standard code of signals where required; arrange training for each signaler, operator, and others who are required to understand such signals
 - d. Report the acquisition or retirement of University-owned powered sit-down lift trucks to the Manager of Transportation Services for inventory management and to EHS
 - e. Provide a pre-operative checklist for use by operators, available through EHS
 - f. enroll University-owned lift trucks under their supervision in a preventative maintenance program
 - g. Arrange for lift trucks under their supervision to receive an annual inspection by a qualified inspection company.

3. The role of the responsible supervisor is to:

- a. arrange for mid-term practical skills evaluations for all operators, immediately following training, at 18-month intervals and more frequently if deemed necessary, according to the driver's abilities; determine who will conduct the practical skills assessment (in consultation with EHS)
- b. provide copies of the practical skills assessments to EHS
- c. along with the competent operators, review the Departmental Lift Truck Safety Procedure Form and shall report any changes to EHS
- d. post the names of all authorized operators of the lift truck under their supervision
- e. update the list of authorized operators following successful refresher training and mid-term practical skills evaluations. This list shall be included with the documentation of the Departmental Lift Truck Safety Program and submitted to Environmental Health and Safety.

4. The role of Environmental Health and Safety is to:

- a. co-ordinate operator qualification and refresher training programs in accordance with the MOL Guideline and CSA Standard.
- b. issue certificates to all operators authorized through the University.

5.0 TRAINING

Forklift operator qualifications are valid for three years. Practical skills assessments should be conducted formally following training, at 18 months and more frequently if deemed necessary, according to the driver's abilities.

EHS shall co-ordinate operator qualification and refresher training programs in accordance with the MOL Guideline and CSA Standard. Retraining is required at intervals not exceeding 3 years. Certificates shall be issued to all authorized operators by EHS or the trainer. Supervisors are responsible that all lift truck operators under their supervision are trained to these standards.

6.0 COMMUNICATION REGARDING TRAINING

Lift Truck theory courses (refresher) for experienced operators will be offered at a minimum, every three calendar years. Non-experienced operators must attend a course geared to new operators. Contact EHS for a list of trainers.

7.0 REGISTRATION

Registration for a course is completed by contacting Environmental Health and Safety at 519-824-4120 ext. 53282 or ehs@uoguelph.ca.

8.0 CANCELLATION POLICY

Course cancellation must be made via EHS, three working days prior to the course date. Departments will be invoiced for the course costs of those registrants who fail to attend without notice

9.0 EXPECTATIONS OF THE LIFT TRUCK SAFETY PROGRAM

The following elements of this Lift Truck Safety Program shall be documented by the operations supervisor on the Departmental Lift Truck Safety Procedure Form and submitted to EHS (see Appendix):

- a. **Lift Truck Identification**
- b. **Lift Truck Capacity, Limitations and Attachments**
Describe the lift truck's rated capacity, the attachments available and the various limitations for its use.
- c. **Safe Operating Procedures**
Define safe work practices for battery charging or spare propane tank storage; identify location of the lift truck operator's manual and the list of authorized operators. Identify and implement a key control program.
- d. **Workplace Hazards**
Hazards associated with the style and environment of each lift truck. Persons who operate and work around powered lift trucks must be informed about workplace hazards, the potential for harm, and safety procedures.
- e. **Facility and Environment**
Define the facility and the environments where operation of the lift truck is permitted/not permitted.
- f. **Authorized Operators**
Authorized operators are those who have undergone training and testing by certified trainers along with practical skills assessment by internal assessors and whom meet the requirements outlined by relevant standards and guidelines.
- g. **Lift Truck Preventative Maintenance Program**
Describe the arrangements for preventative maintenance, testing, and records.

10.0 GLOSSARY

| Term | Definition |
|-------------------------------|---|
| <i>Authorized Operator</i> | A competent person authorized by the employer to operate powered lift truck. Competency shall be demonstrated in accordance with the requirements of the MOL Guideline and CSA standard |
| <i>Capacity</i> | The load (mass) handling ability of a lift truck as equipped. |
| <i>Operations Supervisor</i> | The supervisor in charge of the operations and lift truck |
| <i>Powered Lift Truck</i> | A self-propelled vehicle designed to pick-up and carry loads. Vehicles may be battery-electric, propane, gasoline or diesel powered. |
| <i>Rated Capacity</i> | The capacity defined by the manufacturer, as shown on the identification plate. |
| <i>Responsible Supervisor</i> | The immediate supervisor of a competent lift truck operator. |
| <i>Signaller</i> | A qualified person designated by the employer to direct by means of hand, voice or other signals, the safe movement of powered lift trucks. |

APPENDIX

Appendix A – Departmental Lift Truck Documentation

Refer to “[Departmental Lift Truck Safety Procedure Form](#)”