

Forklift Safety Training Program

Program Overview:

This Forklift Safety Training Program has been developed to ensure the safe operation of forklifts in compliance with Georgia Tech General Safety Regulations. This program outlines the procedures, guidelines, and practices to be followed by all employees operating forklifts on the Georgia Tech premises.

Responsibilities:

- Only trained and authorized personnel are permitted to operate forklifts.
- Regular inspection and maintenance of forklifts to ensure safe operation.
- Adherence to all safety guidelines and procedures outlined in this program.
- Reporting of any safety concerns or incidents related to forklift operation.

Training Requirements:

- All forklift operators must undergo training on the safe operation of forklifts as outlined in the Georgia Tech General Safety Regulations.
- Training includes operational procedures, hazard recognition, PPE requirements, and emergency procedures.
- Refresher training to be conducted periodically to ensure continued compliance and proficiency.

Operating Procedures:

- Ensure that only trained and authorized personnel operate forklifts.
- Conduct pre-operation inspections of forklifts to check for any defects or issues.
- Adhere to speed limits and safe operating practices while operating a forklift.
- Use seat belts and other PPE as required when operating a forklift.
- Avoid unauthorized modifications or alterations to forklifts.
- Follow proper loading and unloading procedures to prevent accidents.
- Keep a safe distance from edges, drops, and other hazards while operating a forklift.

Maintenance and Inspections:

- Conduct regular maintenance checks on forklifts to ensure they are in safe working condition.
- Document and address any defects or issues identified during inspections.
- Keep records of maintenance and inspections for reference and compliance purposes.

Reporting and Incident Management:

- Report any safety concerns, incidents, or near misses related to forklift operation to the appropriate personnel.
- Investigate and document all forklift-related incidents and near misses to prevent future occurrences.

Emergency Procedures:

- Familiarize all forklift operators with emergency procedures in the event of an accident or malfunction.

- Ensure that emergency exits are clear and accessible at all times.
- Have communication procedures in place to alert others in case of an emergency.

Compliance and Enforcement:

- Non-compliance with this Forklift Safety Program may result in disciplinary action.
- Regular audits and inspections will be conducted to ensure compliance with safety regulations.

This Forklift Safety Training Program is designed to promote a safe working environment for all employees and visitors at Georgia Tech. By following the guidelines and procedures outlined in this program, we can reduce the risks associated with forklift operation and ensure the safety of everyone on our premises

For all forklift Training request please email: generalsafety@ehs.gatech.edu