

JAGUAR ENERGY SERVICES, LLC 310 N Parkerson Ave Crowley, LA 70526 Original Date of Implementation: October 2013 New Effective Date: Reviewed By: Jared Monk	Forklift Plan Revision Date: Page 1 of 16 Date: 01/10/2022
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Section 52.0 FORKLIFT OPERATION

A. Purpose

The purpose of this procedure is to establish Safe Practices for **JAGUAR ENERGY SERVICES, LLC** personnel operating forklifts.

1. This procedure will set the standards for forklifts being used by **JAGUAR ENERGY SERVICES, LLC** and enable **JAGUAR ENERGY SERVICES, LLC** to bring their operation in compliance with OSHA 29 CFR 1910.178.

B. Scope

1. This procedure applies to all Forklift Operations within **JAGUAR ENERGY SERVICES, LLC**

C. Responsibilities

1. The Safety Coordinator or his/her designee responsible for ensuring that employees have completed the training required by this procedure.
 - (a) Additional responsibilities include:
 - (i) Ensuring that employees have been properly trained.
 - (ii) The implementation of this Policy.
 - (iii) Take corrective actions on all violations or suspected violations of this procedure.
 - (iv) Documentation of completion by each employee.
2. The Safety Director is responsible for aiding in the implementation of this Procedure.
3. The Supervisor is responsible for providing assistance in the implementation of this policy.
 - (a) Additional responsibilities include:
 - (i) Ensuring that all **JAGUAR ENERGY SERVICES, LLC** owned or leased forklifts in their operations meet OSHA criteria.

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- (ii) Ensuring that proper inspections and maintenance records are completed and maintained for future reference.

- 4. **JAGUAR ENERGY SERVICES, LLC** personnel are responsible for acquainting themselves with this procedure and applying it in their day to day operations.

D. Procedure

- 1. All forklifts used in **JAGUAR ENERGY SERVICES, LLC** operations will meet **JAGUAR ENERGY SERVICES, LLC** safety standards, whether **JAGUAR ENERGY SERVICES, LLC** owned, leased or rented.
- 2. Only trained and certified operators, including supervisors, are allowed to operate forklifts while on **JAGUAR ENERGY SERVICES, LLC** property, on client property, or while being employed by **JAGUAR ENERGY SERVICES, LLC** or performing work on their behalf.
- 3. Due to the fact that **JAGUAR ENERGY SERVICES, LLC** leases forklifts when they are needed or their personnel are required to operate client's forklifts, their operators and supervisors will be required to be trained and certified in the following types of forklifts:
 - (a) Electric
 - (b) Internal Combustion
- 4. Because of the varied types of work performed by **JAGUAR ENERGY SERVICES, LLC**, their personnel will be exposed to many brands, types and styles of forklifts.
 - (a) **JAGUAR ENERGY SERVICES, LLC** for this reason each time an employee is required to operate a different type, brand, or style of forklift it will be necessary that their competency must be checked on the specific unit to be operated.
 - (b) In most cases this check-off will be conducted by a qualified employee of the client or leasing company.
 - (i) In the event that this is impossible a certified professional trainer will be contracted to conduct this exercise.

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(ii) Each time that this exercise is done proper documentation will be developed and maintained in the employee's training file.

5. All forklifts will be inspected and maintained as per manufacturer's specifications.
 - (a) All forklifts will be inspected prior to operation.
 - (b) Refer to Attachment C, D and E for copy of the inspection sheets.
6. The forklift should be serviced daily to ensure it remains in good condition.
 - (a) Proper maintenance records should be maintained.
7. No guards, safety appliances or devices shall be removed or made ineffective unless immediate repairs or adjustments are required, then only after power has been shut off.
8. All forklifts should be equipped with a warning horn or siren to indicate the vehicle has been placed in reverse gear.
9. An oscillating light should be on top of the forklift to indicate the vehicle is in operation.
10. Forklift tires should be of the proper size and tread for operational safety and traction.
11. Holes should not be cut in the ends of the lift tines for the purpose of attaching lift slings or chains.
12. Gasoline engine forklifts should not be permitted in hazardous installations or areas.
13. Following adjustments or repairs, all guards should be placed on the forklift before it is placed back in service.
14. Broken lift tines should be replaced, not welded.

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15. Items such as the steering wheel, seat, muffler and operating levers should be replaced with original equipment parts when broken or worn out.
 - (a) Makeshift devices should not be permitted.
16. Drain holes and other floor or deck openings in the vehicle's area of travel should be covered or made level to ensure steering control.
17. Loose objects should be kept off the floors or decks to prevent the truck's loss of steering.
18. Oil, grease, mud, moisture, etc., should be kept off ramps and floors where the forklift travels to ensure traction, so:
 - (a) The vehicle operator can maintain control.
 - (b) Loads can be properly moved and stacked.
 - (c) Sliding, which can cause someone to be trapped between the vehicle and another object, is minimized.
19. Materials being trucked should be kept stacked as neatly and orderly as possible, so:
 - (a) Aisles in the storage areas will remain clear.
 - (b) Stored materials will be less likely to fall.
 - (c) Available storage space can be efficiently utilized.
20. Adequate lighting should be present in the area where the forklift will be operated.
21. No one other than the assigned forklift operator should operate the vehicle.
22. The forklift operator should refrain from "hot- rodding" the vehicle.
23. The vehicle should not be operated with the tines or lift prongs, empty or loaded, elevated more than one foot off the ground or floor.
24. The vehicle should not be driven forward while transporting a load that blocks the view of the driver.

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25. The vehicle should not be operated while the headache rack or overhead protection frame is off of the vehicle.
26. The operator should not get off the forklift and leave it running.
 - (a) The engine should be stopped and the brake set before he/she gets off the machine.
27. In areas where vehicle traction is doubtful, provisions should be made to offset the condition.
 - (a) As an example
 - (i) Gravel or crushed rock can be strewn on the driving surface.
 - (ii) Oil and other slick substances should be removed from the driving surface as quickly as possible.
 - (iii) Iced surfaces should be sanded.
28. The vehicle operator should reduce the speed of the forklift and sound the horn when starting around corners.
29. When vehicles begin moving, the horn should be sounded to alert people in the area that the forklift is in motion.
30. Caution should be taken while operating the forklift in areas with low ceilings, overhead pipes, etc.
 - (a) The lift tines should be lowered to avoid damaging overhead structures.
31. The vehicle operator should be extra alert when maneuvering the forklift around fuel, oil or chemical containers, high pressure lines, etc., to prevent ramming or puncturing them with the lift tines.
32. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. The forklift driver must have a clear view of all his/her surroundings, including the edges of any elevated surface. If the forklift driver's view is obstructed, he/she will stop the operation and secure a spotter to guide them. The spotter will be in full view of the forklift driver at all times and will not enter the line of fire under any circumstances.

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33. A fifty (50) foot work zone will be established and monitored to prevent anyone from entering. The monitor will shut the job down if anyone enters into the work zone and work will not resume until that person is out of the work zone.
34. All ramps and uneven surfaces will be approached in a manner that will allow both wheels to ascend or descend at the same time. This will ensure that the load does not shift causing a potential hazard.
35. Extreme caution should be taken when operating the unit under or around power or electrical lines.
36. No one is permitted to ride with the operator or on the lift tines while the unit is in motion.
37. All personnel should be standing well clear of a forklift in operation, as the weight and sharp maneuverability of the vehicle can easily trap and crush a person.
38. Personnel should not place hands or any other parts of the body on or around the forklift's hydraulic lift frame when it is in operation.
39. Personnel should be alert not to place their feet beneath the lift tines when the tines are being lowered.
40. No one should position himself between the forklift steering wheel and hydraulic lifting frame for any reason.
41. The operator should not stack pallets of material over three pallets high.
42. The operator should not stack material or supplies where walkways and emergency exits will be blocked.
43. Before loading or unloading operations starts.
 - (a) The operator will verify that:
 - (i) The wheels of trucks/trailers that are to be loaded are chocked.
 - (ii) Dock to trailer/truck transition plates are in place.

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(iii) Any supports are in place.

E. Training Requirements

1. The written training program includes formal instruction, practical training, and operator evaluation in the workplace.
 - (a) Formal instruction includes:
 - (i) Lecture
 - (ii) Discussion
 - (iii) Written material
 - (iv) Interactive computer learning or videos
 - (b) Practical training involves instructor demonstrations and trainee exercises
 - (c) Operator evaluation requires
 - (i) Written test
 - (i) Must be passed by a 70% score.
 - (ii) All questions missed must be reviewed and corrected with the trainee.
 - (ii) Hands on demonstration (Critique)
 - (i) The inspection sheets are in Attachments A, B,C
 - (ii) The operator performance critique check-off sheet is Attachment B
2. All trainers must have the knowledge and ability to teach and evaluate the operators.
 - (a) This training and observations will be conducted by a professional trainer or safety person that has certification of their ability to conduct this material.
 - (b) **JAGUAR ENERGY SERVICES, LLC** will maintain a copy of the trainer's certification papers.
3. The program content will be the following topics:
 - (a) Understanding of the need for forklift safety
 - (b) Understand the basic terms and concepts related to forklifts and other "powered industrial trucks".
 - (c) Types and makes of units
 - (d) Size and style of units
 - (e) Controls
 - (f) Refueling/charging
 - (g) Proper inspections
 - (h) Maintenance

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- (i) Operating instructions
- (j) Hazard recognition
- (k) Basic safety precautions for operating a forklift
- (l) Procedures for safe load handling
- (m) Understand safety precautions for special situations, such as mechanical breakdowns and operation in "hazardous environments.
- (n) Balance/counterbalance
- (o) Load capacity
- (p) Distance
- (q) Load stability
- (r) Turn radius
- (s) Visibility
- (t) Ramps
- (u) Docks
- (v) Difference between cars vs. PITs
- (w) Chalking of trucks, trailers or rail cars
- (x) Personal protective Equipment

F. Training Frequency

1. **JAGUAR ENERGY SERVICES, LLC** personnel will be trained/certified according to the following schedule:
 - (a) Prior to being required to work near or operate a forklift.
 - (b) Every three years
2. Refresher training will be conducted when:
 - (a) They are required to operate a different style or make of forklift.
 - (b) If they are involved in an accident
 - (c) Have changes in work conditions
 - (d) Are observed conducting unsafe operation of a unit.
 - (e) Yearly the operator will be observed by a qualified person properly operating the forklift in their work area and checked off in this procedure
 - (i) These observations must be done by an instructor or person qualified in forklift operations.
 - (ii) This observation must be documented in the employees training file.
3. Operator certifications must be kept with the operator or in an accessible location at all times.

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- (a) Operator certifications must include:
- (i) Training date
 - (ii) Operator name
 - (iii) Evaluation date
 - (iv) Trainer/evaluator name
 - (v) For sample certification refer to Attachment A

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Attachment A

CERTIFICATE OF FORKLIFT OPERATOR TRAINING

_____, SSN _____, has successfully completed

the Forklift Operator Training Program on _____ and successfully completed the operator

evaluation on _____.

Signature of Instructor/Evaluator
Instructor/Evaluator

Printed Name of

Attachment B

Operator Forklift Workplace Evaluation Check Off Sheet

Task	Observation	Satisfactory	Unsatisfactory
Start Unit			
Inspect Unit			
Check Controls			
Operate Unit			
Make Lift			
Travel With Load			

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Turn Corners			
Back Up			
Stack Lift			
Chock Truck Wheels			
Load /Unload Truck			
Operate in Tight Areas			
Follow Signals			
Shut Unit Down			
Other			

Attachment C

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<p align="center">OPERATOR'S DAILY CHECKLIST FORKLIFT</p>
Electric Fork Truck

Truck No. _____ Date _____

Time or Hour Meter Reading: Start _____ End _____

Inspect Each Item	Check One		Unsatisfactory Items
Equipment	SAT	UNSAT	Explanation—include any actions taken
Horn			
Lights			
Head Tail and Warning			
Battery Charge			
Battery Plug Connection			
Tires			
Fork Blades (Tines)			
Hour Meter			
Operating Controls			
Gauges			
Steering			
Hydraulic Controls			
Brakes			
Service and Parking			
Other			

Operator qualifications **Yes** **No** **NA**
Currently holds a motor vehicle license?
 Training up to date?
 Personnel Protective Equipment required?
 Personnel Protective Equipment in use?

Operator Signature: _____

Department/Division: _____

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Attachment D

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<p align="center">OPERATOR'S DAILY CHECKLIST</p> <p align="center">FORKLIFT</p>
<p align="center">Internal Combustion Forklift</p>

Truck No. _____ Date _____

Time or Hour Meter Reading: Start _____ End _____

Inspect Each Item	Check One		Unsatisfactory Items
Equipment	SAT	UNSAT	Explanation—include any actions taken
Engine Oil Level			
Fuel Level			
Horn			
Lights			
Head Tail and Warning			
Battery - Water Level			
Tires			
Fork Blades (Tines)			
Hour Meter			
Operating Controls			
Gauges			
Steering			
Hydraulic Controls			
Brakes			
Service and Parking			
Other			

Operator qualifications Yes No NA
 Currently holds a motor vehicle license?
 Training up to date?
 Personnel Protective Equipment required?
 Personnel Protective Equipment in use?

Operator's Signature: _____

Department/Division _____

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Attachment E

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FORKLIFT/PIT INSPECTION CHECKLIST

Truck ID# _____ Make _____

Date _____ Shift _____

Hour meter reading: Start _____ End _____ Hours for shift _____

Place an O.K. in the appropriate columns if the truck has no defects.

ITEM	Start of Shift	During Shift	End of Shift	Specific comments if not O.K.
Lights				
Tires				
Brakes				
Horn				
Hour meter & gauges				
Steering				
Hydraulic controls				
Other:				
If applicable:				
Battery connections				
Charge				
Fuel level				
Oil level & Pressure				
Water level				
Fan belt				
Other:				

OVERALL REMARKS: _____

DEFECTS REPORTED TO: _____

OPERATORS' SIGNATURE: _____