



## PALM BEACH STATE COLLEGE PERSONAL PROTECTIVE EQUIPMENT (PPE) JOB HAZARD ASSESSMENT

<b>Department:</b> Facilities; Business, Industry & Trade	<b>Campus:</b> All
<b>Task:</b> Operate a Forklift (Powered Industrial Truck)	
<b>Job Title(s) Performing Task:</b> Groundskeeper, Maintenance Mechanic, Maintenance Worker, A.C. Mechanic, A.C. & Energy Management Systems Specialist, Painter, Warehouse Employee, PSAV Personnel	

*Reviewed by Chris Ward, Grounds & Landscaping Supervisor, July 29, 2015*

Task Step/Sub-Tasks	Hazard(s)	Recommended PPE (Bolded)/Controls
<p><b>NOTE:</b> No one is allowed to operate a forklift at Palm Beach State College unless they have been trained and are certified. Forklift safety training is offered annually at Palm Beach State College, and all operators should attend. Certification is valid for three years, and those employees whose certification is expiring during the upcoming year will be given the opportunity to be re-certified by undergoing a driving test at the conclusion of the classroom training session.</p>	N/A	N/A
1. Perform pre-operational safety and equipment check (see pages 6 and 7).	Leaking, worn or damaged components that could cause faulty operation resulting in Impact or Compression to operator or bystander	If deficiencies are noted, do not operate the unit until all problems have been corrected.
2. If LPG powered, turn gas valve on.	Extreme cold (from leaking valve or hose)	Wear <b>work gloves</b> .
	Impact (from leaking LPG hitting eyes)	Wear <b>safety glasses</b> .
3. Mount forklift.	Falls from height	Maintain three points of contact when climbing into the cab.
4. Start engine.	None foreseen	N/A

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5. Move the forklift to pallet(s) to be lifted.	Impact (including struck by as a result of tip-over, running into obstacles and objects falling onto the operator and bystanders, as well as running into bystanders)	<ul style="list-style-type: none"> <li>• No passengers or riders are allowed in the forklift or to stand or be raised on the forks.</li> <li>• Wear your seatbelt at all times while you are in the forklift.</li> <li>• Beep your horn before moving in reverse.</li> <li>• Stay well away from the edge of ramps and loading docks.</li> <li>• Slow down and sound your horn at corners, intersections and places with limited view.</li> <li>• Slow down for turns.</li> <li>• Never turn around on a slope.</li> <li>• Check clearance to ensure that you have enough—overhead, right, left, in front and behind (watch the rear swing!).</li> <li>• Travel with forks approximately 4” above the road surface (travel height).</li> <li>• Keep it slow—move at a speed of approximately 5 mph.</li> <li>• Keep your hands, arms and head inside the forklift.</li> <li>• Do not drive up to anyone standing in front of a fixed object.</li> <li>• ALWAYS Yield to all other traffic and pedestrians.</li> </ul>
	Compression (from tip-over and bystanders being caught between parts of the forklift and other objects)	

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<p>5 (continued). Move the forklift to pallet(s) to be lifted.</p>	<p>Impact (including struck by as a result of tip-over, running into obstacles and objects falling onto the operator and bystanders, as well as running into bystanders)</p> <p>Compression (from tip-over and bystanders being caught between parts of the forklift and other objects)</p>	<ul style="list-style-type: none"> <li>• When leaving the forklift, completely lower forks, place controls in neutral and set the brake. If parked on an incline, block the wheels. If vehicle is to be left unattended (you are more than 25' away or forklift is not in your view), turn engine off and take keys with you.</li> </ul>
<p>6. Pick up pallet(s).</p>	<p>Impact (from falling loads)</p>	<ul style="list-style-type: none"> <li>• Know the carrying capacity of your forklift and do not exceed it.</li> <li>• Never allow any person, including yourself, to stand or sit or pass under the elevated portion of any forklift, whether loaded or empty.</li> <li>• Spread forks as wide as possible for load.</li> <li>• Center forks on the load.</li> <li>• Tilt the mast slightly forward and align the forks with the base of the load.</li> <li>• Proceed slowly and insert the forks into the base of the load. Place forks under load as far as possible.</li> <li>• Lift load only as high as necessary to be able to remove it—approximately 8" for forks to clear floor or shelving.</li> <li>• Tilt mast back in preparation for traveling.</li> <li>• Make sure that the load is stable.</li> <li>• Sound horn and place fork lift in reverse.</li> </ul>

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7. Move pallet(s) to desired location.	Impact (including struck by as a result of tip-over, running into obstacles and objects falling onto the operator and bystanders, as well as running into bystanders)	<ul style="list-style-type: none"> <li>• See Controls in Step 5 above.</li> <li>• Drive with your load on the uphill side. This means you drive up slopes with your load in front and drive down slopes in reverse.</li> <li>• Drive in reverse if your vision is obstructed.</li> <li>• In the event of a tip-over, do not jump from the forklift—stay with it, hold on to the steering wheel firmly, brace your feet and lean in the opposite direction of the tip-over.</li> </ul>
	Compression (from tip-over and bystanders being caught between parts of the forklift and other objects)	
8. Deposit the pallet(s)	Impact (from falling loads)	<ul style="list-style-type: none"> <li>• Position forklift at the desired location.</li> <li>• If stacking loads, adjust the height of the load as appropriate.</li> <li>• Tilt the mast forward to place forks parallel to the ground.</li> <li>• Lower the load until it is set.</li> <li>• Once the load is set, sound horn and slowly back away from the load.</li> <li>• When clear of the load, place forks at travel height.</li> </ul>
9. Repeat Steps 5 – 8 until work is completed. Return forklift to parking area.	See Steps 5 – 8.	See Steps 5 – 8.
10. Park forklift and shut it down.	Impact	<ul style="list-style-type: none"> <li>• Tilt the mast slightly forward and lower the forks to the ground until they are touching.</li> <li>• Place controls in neutral.</li> <li>• Set the parking brake.</li> <li>• Turn engine off.</li> </ul>
	Compression	

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11. Dismount the forklift.	Falls from height	Maintain three points of contact when climbing down from the cab.
12. If LPG powered, turn gas valve off.	Extreme cold (from leaking valve or hose)	Wear <b>work gloves</b> .
	Impact (from leaking LPG hitting eyes)	Wear <b>safety glasses</b> .

**NOTE:** Basic hazard categories include – **impact** (falling/flying objects, struck by), **falls from height**, **penetration** (sharp objects piercing foot/hand, other body parts), **compression** (roll-over or pinching), **cuts**, **burns**, **chemical exposure** (inhalation, ingestion, skin contact, eye contact or injection), **heat**, **extreme cold**, **harmful dust**, **noise**, **light (optical) radiation** (welding, brazing, cutting, furnaces, etc.), **ionizing radiation**, **non-ionizing (RF energy) radiation**, **electrical shock**, **ergonomics** (includes back strain or other strain due to lifting/stretching) and **biologic**.

**CERTIFICATION:** I certify that I have personally performed the above Job Hazard Assessment on the date indicated below. *This document is a Certification of the Hazard Assessment required by 29 CFR 1910.132(d)(2).*

Larry L. Leskovjan	<i>Larry L. Leskovjan</i>	July 29, 2015
<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>



**FORKLIFT (POWERED INDUSTRIAL TRUCK)  
INTERNAL COMBUSTION ENGINE (LPG/GASOLINE/DIESEL)  
OPERATOR'S DAILY/SHIFT CHECKLIST**

**TRUCK:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**OPERATOR:** \_\_\_\_\_  
(signature)

Engine Off Checks	OK	Not OK*	Engine Off Checks	OK	Not OK*
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant			Seat Belt – Functioning Smoothly		
Tires – Condition and Pressure			Hood Latch – Adjusted and Securely Fastened		
Load Backrest – Securely Attached			Brake Fluid – Check Level		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually			<b>Engine On Checks – Unusual Noises Must Be Investigated Immediately</b>	<b>OK</b>	<b>Not OK</b>
Forks, Top Clip Retaining Pin and Heel – Check Condition			Accelerator or Direction Control Pedal – Functioning Smoothly		
Overhead Guard – Attached			Service Brake – Functioning Smoothly		
Finger Guards – Attached			Parking Brake – Functioning Smoothly		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage			Steering Operation – Functioning Smoothly		
Safety Warnings – Attached (Refer to Parts Manual for Location)			Drive Control – Forward/Reverse – Functioning Smoothly		
Battery – Check Water/Electrolyte Level and Charge			Tilt Control – Forward and Back – Functioning Smoothly		
All Engine Belts – Check Visually			Hoist and Lowering Control – Functioning Smoothly		
Hydraulic Fluid Level – Check Level			Attachment Control – Operating		
Engine Oil Level – Check Dipstick			Horn and Lights – Functioning		
Transmission Fluid Level – Check Dipstick			Cab (If So Equipped) – Heater, Defroster, Wipers – Functioning		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (If So Equipped)			Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors - Functioning		
Fuel Sedimentor (Diesel)					
Radiator Coolant – Check Level					
Operator's Manual – In Container					
Nameplate – Attached; Information Matches Model, Serial Number and Attachments					
<b>*If Not OK, item must be checked by a qualified mechanic.</b>			<b>*If Not OK, item must be checked by a qualified mechanic.</b>		



**FORKLIFT (POWERED INDUSTRIAL TRUCK)  
ELECTRIC ENGINE (BATTERY-OPERATED)  
OPERATOR'S DAILY/SHIFT CHECKLIST**

**TRUCK:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_  
**OPERATOR:** \_\_\_\_\_  
(signature)

<b>Motor Off Checks</b>	<b>OK</b>	<b>Not OK*</b>	<b>Motor On Checks – Unusual Noises Must Be Investigated Immediately</b>	<b>OK</b>	<b>Not OK*</b>
Leaks – Hydraulic Oil, Battery			Accelerator Linkage – Functioning Smoothly		
Tires – Condition and Pressure			Service Brake – Functioning Smoothly		
Load Backrest – Securely Attached			Parking Brake – Functioning Smoothly		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually			Steering Operation – Functioning Smoothly		
Forks, Top Clip Retaining Pin and Heel – Check Condition			Drive Control – Forward/Reverse – Functioning Smoothly		
Overhead Guard – Attached			Tilt Control – Forward and Back – Functioning Smoothly		
Finger Guards – Attached			Hoist and Lowering Control – Functioning Smoothly		
Safety Warnings – Attached (Refer to Parts Manual for Location)			Attachment Control – Operating		
Battery – Check Water/Electrolyte Level and Charge			Horn and Lights – Functioning		
Hydraulic Fluid Level – Check Level			Alarms (Where Present) – Functioning		
Transmission Fluid Level – Check Dipstick			Hour Meter – Functioning		
Operator's Manual – In Container			Battery Discharge Indicator - Functioning		
Nameplate – Attached; Information Matches Model, Serial Number and Attachments			Instrument Monitors - Functioning		
Battery Restraint System – Adjust and Fasten					
Operator Protection: <u>Sitdown Truck</u> – Seat Belt – Functioning Smoothly <u>Man-Up Truck</u> – Fall Protection/Restraining Means - Functioning					
Brake Fluid – Check Level					
<b>*If Not OK, item must be checked by a qualified mechanic.</b>			<b>*If Not OK, item must be checked by a qualified mechanic.</b>		