



Powered Industrial Trucks (Forklift and Electric Pallet Jack Program)

Purpose

The purpose of this program is to protect Normandale's staff, students and Visitors by ensuring safe use of these types of equipment by complying with OSHA Standard 29 CFR 1910.178, Mn Rules 5205.0116 as well as campus policies.

Definitions

Responsible Parties - Those Normandale employees, who are responsible for the use, repair as well as campus management.

Operator - A Normandale employee who is authorized under this policy to operate a powered industrial truck.

Powered Truck - any forklift, pallet stacker or electric pallet jack in use on any Normandale property.

Application

This plan applies to the operation, maintenance and training related to powered industrial trucks at Normandale.

Operation

The only Normandale employees who are authorized to use this equipment on Normandale's campus are those who meet the requirements of this training. At no time will any non-Normandale employees be authorized to use any powered industrial truck either owned or leased by the College.

The following rules apply:

- Never ride on any of Normandale's Pallet Stackers or Pallet Jacks
- Make sure the equipment is in the off position anytime that you walk away from it
- Avoid periods of congestion in the hallways, especially between classes
- When moving large equipment have an additional staff member with you
- Steel toed work boots are required for the use of this equipment
- Never disable any safety devices



Pre-Operation Inspection

The Shipping and Receiving Specialist will be responsible for the inspection of the power equipment before each shift. If any deficiencies are found they will be reported immediately to the Building Services Department and the keys removed from the machine.

- Always wear appropriate safety gloves, safety apron and goggles when checking and filling the batteries.

Authorization to Operate

Only those employees demonstrating a specific College need will be allowed to use powered industrial trucks on Normandale's campus. This authorization should come in writing from the employee's immediate supervisor (see attached form). In addition to the authorization, all employees must complete the Powered Industrial training program. This training will be provided by Jason Meyers in Shipping and Receiving who will forward all training records to the State Program Supervisor.

Training

All elements of training will be in compliance with 29 CFR 1910.178 and Mn Rules 5205.0116. Campus training will be provided by Jason Meyers or through our CLMI online training program. Contact Jon Hanson for further information.

Accidents

In case of an emergency call 911 and the [Normandale Security Department at ext. 555](#). In the event of a crash, near miss or property damage, report this information to your Supervisor. These accidents will be reviewed by the Supervisor, State Program Supervisor and the Director of Security.

Policy Violation

Violation of this policy may lead to disciplinary action following employee contract language.

Reviewed 5/11/2015