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1 Purpose

This standard outlines Silver Eagle Distributors Houston, LLC (Silver Eagle Houston) safe operating requirements for powered industrial trucks and similar mobile equipment, including forklifts, order pickers, pallet/straddle jacks, walkie-riders, scrubbers and scissor lifts, and applies to any employee who operates such equipment.

2 Definitions

OSHA – US Occupational Safety and Health Administration.

NIOSH – National Institute for Occupational Safety and Health.

Powered Industrial Truck – a mobile, power propelled truck used to carry, push, pull, lift, stack, or tier material. This includes forklifts, order pickers and powered pallet jacks (walkie-riders).

ANSI - American National Standards Institute.

Lanyard - ANSI approved line designed for supporting one person, with one end connected to a safety harness and the other end attached to a suitable anchorage able to support 5,400 pounds of force. The anchorage can be a structural steel member, an approved lifeline, or other approved anchorage points.

Full Body Harness - ANSI approved body device designed for fall protection, which, due to its attachment to a lanyard and safety line or an approved anchorage point, will limit a fall to six (6) feet or less.

3 Supervisor Responsibilities

Supervisors of employees who operate mobile equipment covered by this standard shall:

- Serve as the initial point of contact for employees to seek mobile equipment training, and authorization;
- Generally, administer authorization and conduct training;
- Oversee the daily activities of the operators under them;
- Monitor compliance with the program;
- Investigate and review accidents and incidents involving mobile equipment and operators; and
- Maintain records associated with equipment maintenance and operator training/authorization.

4 General Requirements

4.1 Operation

Only authorized employees shall be allowed to operate mobile equipment. Authorization to operate mobile equipment will be issued to employees qualifying under appropriate training and proficiency testing. The operator shall not use, or attempt to use, any equipment in any manner or for any purpose other than for which it is designated.

4.2 Inspection

At the beginning of each shift, the operator shall inspect and check the assigned equipment, reporting immediately to his/her supervisor any malfunction of the clutch or of the braking system, steering, lighting, or control system and locking/tagging out the equipment if necessary.



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4.3 Unauthorized personnel

No employee shall operate or attempt to operate any equipment covered under this standard unless he or she has been trained and authorized by Silver Eagle Houston to do so.

4.4 PPE and Controls

No operator shall operate mobile equipment without the protection of required PPE and safety controls implemented by Silver Eagle Houston or installed by the equipment manufacturer.

4.5 Know and obey load limits

Do not load the equipment beyond its established load limit and never move loads which, because of their length, width, or height, have not been centered and secured for safe movement.

4.6 Violations

Willful or repeat noncompliance with the requirements of this standard may subject the violator to Silver Eagle Houston's Progressive Discipline/Corrective Action Process.

5 Powered Industrial Truck Requirements

5.1 Operator Qualifications

All powered industrial truck (forklift, order picker and walkie-rider) operators must be trained and authorized **BEFORE** operating any Silver Eagle Houston owned or leased machine. Trainers must have the knowledge and ability to teach and evaluate operators. Trainees must:

- Be at least 18 years of age.
- Possess a valid Drivers' License.
- Understand both written and verbal English.
- Have no physical limitation that would render them incapable of safe operation. Trainees may be asked to submit a physician's statement of hearing, vision, and physical acuity, if necessary. Where any such physical limitation exists, the acceptability of the candidate shall be the decision of the supervisor, the HSE department and Human Resources, after consulting with the corporation's designated physician.

5.2 Safety Rules & Regulations

- 5.2.1 The operator of a powered industrial truck is responsible for its safe operation and shall comply with Silver Eagle Houston, OSHA, ANSI, and NIOSH requirements at all times.
- 5.2.2 Applicants or Operators who are currently taking anti-depressants, muscle relaxants, antihistamines, anti-pain, or any other medications that cause delayed reactions or lethargy shall not operate powered industrial trucks. A doctor's release must be obtained before an employee will be allowed to operate the equipment.
- 5.2.3 All incidents shall be reported and investigated. Operators who are involved in a powered industrial truck incident may be required to submit to substance abuse, hearing, vision, or other evaluations to determine if these were factors contributing to the incident.
- 5.2.4 Mandatory refresher training shall be provided to the operator when: the operator has been observed to operate the equipment in an unsafe manner, the operator has been involved in an



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incident or near-miss, and/or the operator has received an evaluation that reveals that the operator is not operating the equipment safely.

5.2.5 If powered industrial trucks are used in conjunction with trucks or tractor-trailers, the brakes of the trucks shall be set and wheel chocks placed under the rear wheels to prevent rolling while they are boarded.

5.3 Powered Industrial Truck Inspection & Maintenance

Proper maintenance of equipment identifies emerging hazards before they can cause a serious machine malfunction or cause an injury.

5.3.1 Powered industrial trucks will be inspected by the operator at the beginning of their shift or before they first operate the equipment during their shift.

5.3.2 Operators should notify maintenance personnel immediately of any mechanical deficiencies, and those deficiencies must be repaired prior to use if they affect the operational safety of the equipment.

5.3.3 The manufacturer's recommended maintenance program shall be followed, including routine lubrication, new tires as needed, and upkeep to maintain the equipment in good condition.

6 Basic Safety Practices

6.1 General

- Never operate mobile equipment on rough or uneven surfaces.
- Never drive the mobile equipment on a surface that will not support the combined weight of the equipment and load.
- Never drive over objects.
- Avoid sudden starts and stops, especially when loaded.
- Do not perform turns when the load is at height. Lower the load for safe travel and tilt the mast back slightly before executing a turn.
- Maintain a safe speed.
- Keep the load only high enough to allow safe travel or to place it in its final destination.

6.2 Forklifts

6.2.1 Always

- Maintain Current Operator Authorization
- Complete a Vehicle Inspection Report (DVIR)
- Wear a Seatbelt
- Use as Designed
- Use Horn
- Use Traffic Mirrors



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- Watch for Pedestrians
- Report Damage
- Keep Body Parts Inside the Unit

6.2.2 Never

- Allow Anyone to Ride
- Leave Forklift Unattended and Running
- Drive Forward with an Obstructed View
- Jump Off of Unit
- Use a Damaged Unit
- Use a Cell Phone on a Forklift

6.3 Walkie-Riders and Pallet/Straddle Jacks

6.3.1 Always

- Maintain Current Operator Authorization
- Complete a Vehicle Inspection Report (DVIR)
- Use as Designed
- Use Horn
- Use Traffic Mirrors
- Watch for Pedestrians
- Report Damage

6.3.2 Never

- Allow Anyone to Ride
- Dismount Unit While Moving
- Surf
- Drive with a Load In-front of You
- Use a Cell Phone on a Rider
- Use a Damaged Unit

6.4 Order Pickers, Scrubbers, etc.

6.4.1 Always

- Maintain Current Operator Authorization
- Complete a Vehicle Inspection Report (DVIR)
- Wear a Seatbelt / Harness



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- Use as Designed
- Use Horn
- Utilize Mirrors
- Watch for Pedestrians
- Report Damage
- Inspect Harness and Rigging

6.4.2 Never

- Allow Anyone to Ride
- Leave Unit Unattended and Running
- Use a Cell Phone on Unit
- Jump off of Unit
- Use a Damaged Unit

7 Order Picker and Scissor Lift Fall Protection

- 7.1 Employees must wear full body safety harnesses when operating order pickers or scissor lifts. Appropriate devices shall be used to provide 100% fall protection. The "D" ring on the body harness shall be positioned in the back up between the shoulder blades to minimize impact forces of the body in the event of a fall.
- 7.2 Operators of order pickers will attach the fall protection harness directly to the self-retracting lifeline (SRL). Operators of scissor lifts will attach the fall protection harness lanyard to an engineered anchorage point inside the equipment. **Do Not** wrap the lanyard around a rail and tie back onto itself or anchor on structural members outside of the equipment.
- 7.3 Carefully inspect fall protection equipment before each use and periodically throughout the day. Permanently remove from service equipment showing any signs of mildew, torn or frayed fabric or fiber, burns, excessive wear, or other damage or deterioration. Properly maintain and store all fall protection equipment when not in use. This includes keeping dry and out of sunlight, away from caustics, corrosives or other materials that could cause defects.
- 7.4 Employees shall always stand firmly on the floor of the equipment and shall not sit or climb on the edge of the platform, nor use planks, ladders, or other devices for a work platform. Keep both feet on the floor of the platform.

8 Overhead Electrical Line Safety

Avoid any contact (direct or indirect) with electrical lines or equipment. Always assume lines are "live" and carry high voltage, and never operate equipment in close proximity. Electrical lines can only be considered "dead" when verified by licensed electricians, and proper lockout and tag out has been performed.



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9 Training

9.1 Prior to being authorized to operate mobile equipment, the operator will learn basic knowledge and understanding of equipment-operating characteristics, and limitations, including: equipment rated capacity, safety features, required operating procedures, and requirements of this and other applicable standards. The operator must be able to demonstrate safe fueling/charging procedures, pre-operation inspection, safe driving, correct load handling and equipment storage.

9.2 Training may take many forms, including lecture, discussion, interactive computer learning, videos, and written materials. Practical training involves instructor demonstrations and trainee exercises.

9.3 A trainee who cannot demonstrate driving and loading/unloading proficiency will be turned back over to their supervisor for additional training. Trainees who cannot pass the practical evaluation within 90 days from the first attempt will not be authorized without first going through the entire training module again.

9.4 Evaluation

Operators must be evaluated on the type of powered industrial truck he/she will operate in the workplace. This applies to new and experienced operators and is required by OSHA regulation.

9.5 Re-authorization period

Each operator will be re-evaluated at least every three (3) years.

10 References

OSHA 29 CFR 1910.178

NIOSH Publication No. 2001-109, (2001, June)

11 Document Revision Register

Revision #	Section #	Date	Revision Description
0		09/01/2019	Initial Issue