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Brunel Energy, Inc.

Forklift and Industrial Trucks

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1. Purpose

- 1.1. Brunel Energy, Inc., hereinafter referred to as, “the Company,” has established a Forklift and Industrial Trucks program compliant with OSHA’s standard for safely inspecting and operating forklifts.

2. Applicability

- 2.1. This policy applies to employees, subcontractors and/or visitor(s) of the Company. For the purposes of this policy, an employee shall be considered on the job whenever he/she is:
 - 2.1.1. On or in, any Company or client property, including parking areas; or
 - 2.1.2. On Company time even if off Company premises (including paid lunch, rest periods and periods of being on call).
- 2.2. As a condition of employment, Company employees are required to abide by additional governmental or customer policies and requirements that may be imposed at a worksite in addition to the requirements of these policies and procedures. Nothing set forth in this policy constitutes, construes, or interprets in any way as a contract of employment.

3. Definitions

- 3.1.1. **Center of gravity** is the point on an object at which all the object's weight is concentrated. For symmetrical loads, the center of gravity is in the middle of the load.
- 3.1.2. **Counterweight** is the weight that is built into the truck's basic structure and is used to offset the load's weight and to maximize the vehicle's resistance to tipping over.
- 3.1.3. **Fulcrum** is the truck's axis of rotation when it tips over.
- 3.1.4. **Grade** is the slope of a surface, which is usually measured as the number of feet of rise or fall over a hundred-foot horizontal distance (the slope is expressed as a percentage).
- 3.1.5. **Lateral stability** is a truck's resistance to overturning sideways.
- 3.1.6. **Line of action** is an imaginary vertical line through an object's center of gravity.
- 3.1.7. **Load center** is the horizontal distance from the load's edge (or the fork's or other attachment's vertical face) to the line of action through the load's center of gravity.
- 3.1.8. **Longitudinal stability** is the truck's resistance to overturning forward or rearward.
- 3.1.9. **Moment** is the product of the object's weight times the distance from a fixed point (usually the fulcrum). In the case of a powered industrial truck, the distance is measured from the point at which the truck will tip over to the object's line of action. The distance is always measured perpendicular to the line of action.
- 3.1.10. **Track** is the distance between the wheels on the same axle of the truck.
- 3.1.11. **Wheelbase** is the distance between the centerline of the vehicle's front and rear wheels.

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4. Responsibilities

- 4.1. Only certified and authorized personnel who have been determined to be competent under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence may operate forklifts and non-road vehicles.

5. Requirements

- 5.1. Forklifts should be inspected daily. If the forklift is used on a round-the-clock basis, it shall be examined after each shift.
- 5.2. Modifications or additions that affect the capacity and safe operation of forklifts and non-road vehicles shall not be performed without the manufacturer's prior approval.
- 5.3. When the manufacturer provides an operator safety restraint system on the forklift or non-road vehicle, the system shall be used as specified in the owner's manual.
- 5.4. The total weight of the forklift or non-road vehicle shall not exceed the limit established by the manufacturer.
- 5.5. If a forklift or non-road vehicle is equipped with extra front-end attachments, it shall be marked to identify the added weight of the attachment.
- 5.6. Forklifts and non-road vehicles shall be approved for use in the classified areas (hazardous area classification) in which they are operating.
- 5.7. If a forklift or non-road vehicle is found to need repair or in any way unsafe, it shall be taken out of service until restored to safe operating condition. All applicable energy isolation requirements (LOTO) shall be followed any time a forklift or non-road vehicle is serviced.

6. Procedure

- 6.1. Site-specific procedures for safe traveling and loading requirements shall be established.
- 6.2. Operators shall verify trailers are chocked, supports are secured, and dock plates positioned properly prior to loading and unloading.
- 6.3. Forklifts shall be inspected daily or before each shift.
- 6.4. Forklifts and non-road vehicles shall be examined before being placed in service. Such examinations shall be done at least daily. Where industrial trucks are used on around the clock basis, they shall be examined after each shift. Defects when found shall be immediately reported and corrected.

7. Training

- 7.1. Authorized operators shall be adequately trained, certified, and evaluated on each type of equipment they shall operate by a competent and qualified instructor which will include formal instruction, practical training, and a workplace-specific operator evaluation, as specified below.
- 7.2. Operators shall receive evaluations which critique their performance by formal instruction, practical training, and workplace- specific operator evaluations.

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- 7.3. Formal instruction includes lectures, discussion, interactive computer learning, videos, and written materials. Practical training involves instruction demonstration and trainee exercises.
- 7.4. Operator training programs shall include operating instruction, controls, capacity/stability, refueling, load stability, ramps, visibility, balancing and counterbalancing.
- 7.5. Trainees, during training evaluation, may operate a forklift or non-road vehicle only under the direct supervision of a competent person.
- 7.6. Refresher training shall be provided when unsafe operations are observed, after an accident, if operating a different vehicle type, changes in condition, etc.
- 7.7. Operators shall be re-evaluated at least once, every three years.
- 7.8. All training will be provided by a qualified instructor who has the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

8. Recordkeeping

- 8.1. All training documentation shall be retained in the safety files at the site office and in the Corporate Safety Database.
- 8.2. Inspection records shall be retained for a period of 13 months.

9. Reference

- 9.1. 1910.178 – Powered Industrial Trucks (OSHA)