

14.15 Forklift Truck Safety

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that trained and authorized forklift drivers are the only employees permitted to operate a forklift, power pallet jack, or other heavy equipment.

Procedure:

The Transportation & Facilities Supervisor or designee will conduct training for all employees who, according to their job description, may be required to operate a forklift, power pallet jack, or any other heavy equipment.

Vehicle safety and operational checks will be performed by the operator at the start of each workday. Safety and operational deficiencies must be reported to a supervisor at once.

For training purposes, an unauthorized driver may drive the forklift under the supervision of an authorized driver.

The Director of Human Resources and Transportation & Facilities Supervisor will maintain a list of approved forklift drivers.