OPERATING RULES FOR FORKLIFTS AND TELEHANDLERS

1. Only authorized employees who have been properly trained in the safe operations are permitted to operate powered industrial trucks, including forklifts, telehandlers, and rotating telehandlers (forklifts).

2. Operators must be trained on the type of forklift that they will be operating. Specialized training is required to operate telehandlers and rotating telehandlers.

3. Operators must have formal training, including a performance evaluation, and be certified to operate a forklift. Training certification renewal is required every three years.

4. When provided by the forklift manufacturer, an operator restraint system such as a seat belt shall be used at all times while operating a forklift.

5. Drivers are to inspect the forklift at least once per shift and, if it is found to be unsafe, the matter shall be reported immediately to a foreman, supervisor or mechanic and the forklift not put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, and the lift system (forks, chains, cables, and limit switches).

6. The use of additional counterbalances on forklifts is strictly forbidden.

7. Stunt driving and horseplay are prohibited.

8. No riders are permitted on forklifts, including riding on the forks.

9. Employees are not to place any part of their bodies outside the running lines of a forklift or between the mast uprights or other parts of the forklift where shear or crushing hazards exist.

10. Employees are not allowed to stand, pass, or work under the elevated portion of any forklift, loaded or empty, unless it is effectively blocked to prevent it from falling.

11. No smoking or vaping on or around the forklift, and any other vehicle.
12. No forklift is to be operated with a leak in the fuel or hydraulic systems.

13. Forklifts are not to be loaded in excess of their rated capacity as stated on the manufacturers identification plate.

14. A loaded forklift is not to be moved until the load is safe and secure.

15. Extreme care should be taken when tilting, driving, moving, or lifting loads with a forklift. Tilting forward with the load-engaging means elevated shall be prohibited except when picking up a load. Elevated loads are not to be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt should be limited to that necessary to stabilize the load.

16. Extreme care should also be taken in areas with overhead obstructions or low headroom to ensure that all parts of the forklift have safe clearance at all times.

17. The load engaging device should be placed in such a manner that the load will be securely held or supported.

18. Special precautions shall be taken in the securing and handling of loads by forklifts equipped with attachments, and during the operation of these forklifts after the loads have been removed. All forklift attachments should be properly secure to the forklift.

19. Operators should travel at a speed appropriate for the load being carried and for surrounding conditions, including pedestrian traffic and intersections. Speed should be limited to 3 mph in warehouses, indoor areas, loading docks, intersections, and any area where pedestrians are present. The maximum allowable speed anywhere on the studio lot is 8 mph, which should not be exceeded.

20. Other forklifts and vehicles traveling in the same direction are not to be passed at intersections, blind spots, or dangerous locations.

21. The operator is to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.

22. Operators are to look in the direction of travel and not move a forklift until certain all persons are in the clear.

23. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded forklifts shall be driven with the load upgrade. On all grades the load and load engaging means shall be tilted back, if applicable, and raised only as far as necessary to clear the road surface.

24. The forks are always to be carried as low as possible, consistent with safe operations.

25. When leaving a forklift unattended, power should be shut off, brakes set, the mast brought to the vertical position, and the load engaging means left in the down position. When left on an incline, the wheels are to be blocked/chocked.

26. NOTE: A forklift is unattended when the operator is 25 feet or more away from the forklift which remains in their view, or whenever the operator leaves the forklift and it is not in their view.

27. Forklifts are not to be run onto any elevator unless the operator is specifically authorized to do so. Before entering an elevator, the operator shall make sure that the capacity of the elevator will not be exceeded. Once on an elevator, the power is to be shut off and the brakes set.

28. It is prohibited to elevate employees using a forklift-mounted work platform unless the platform is manufacturer-approved, of sufficient size and rated capacity to accommodate the employee(s) and material elevated. The platform must meet the guardrail, toe board, fall protection, and all other OSHA and Cal/OSHA requirements. Contact Safety & Environmental Affairs (S&EA) for additional information on this.

29. Never tower or travel with an employee in a forklift-mounted work platform.

30. Forklifts are not to be operated on floors, sidewalk doors, or platforms that will not safely support the loaded forklift.

31. Forklifts are not to be driven in and out of highway trucks and trailers at unloading docks until such trucks are securely blocked and brakes set.

32. The width of one tire on the forklift is to be the minimum distance maintained from the edge by the forklift while it is on any elevated dock, platform, freight car or truck.

33. Railroad tracks are to be crossed diagonally, wherever possible.