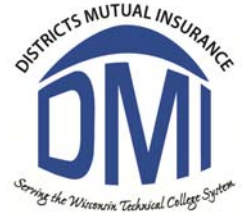


# WTCS Risk & Loss Control Committee Recommendation for Forklift Safety Program

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NOTE: The WTCS Risk & Loss Control Committee meets quarterly to assist in developing minimum recommendations regarding environmental, health and safety policies. One such recommendation is provided below and is being forwarded to the WTCS Risk Managers as a resource for their respective District

## Identified concern:

Non-compliance with OSHA and Department of Commerce codes which requires a Forklift Safety Program for workplaces that operate forklift.

## WTCS Risk & Loss Control Committee Recommendations:

It is the recommendation of the WTCS Risk and Loss Control Committee (hereafter referred to as the "Committee") that the Safety/Loss Prevention/Risk Management program of each Technical College develop and implement an effective Forklift Safety Program, as required by OSHA (1920.178) and the Department of Commerce, Chapter 32.

To assist in this recommendation, the committee recommends that Districts not yet having such a program, utilize the Occupational Safety and Health Administration Forklift Safety Plan and Procedures eTool, available on their website at:

<http://www.osha.gov/SLTC/poweredindustrialtrucks/index.html#etools> . This eTool has an option to build/create a plan online. Districts may choose to use comparable documents/programs. The goal is for all Districts to be implementing an effective Forklift Safety Plan.

The intent of a Forklift Safety Plan is to provide workers with the knowledge of safe operation of a forklift. In order to meet this intent, program elements include:

1. Basic knowledge and safe operation of a forklift,
2. Knowledge of what others standards/agencies apply,
3. Understand the hazards and solutions of forklifts,
4. Appropriate PPE,
5. Understanding of the different types of forklifts and their limitations,
6. Training/Certification of drivers,
7. How to report incidents (accidents and near misses),
8. Re-certification process.

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*Any questions on the above information, please contact the DMI Risk and Loss Control Consultant at: 414-403-9343 or [tim@districtsmutualinsurance.com](mailto:tim@districtsmutualinsurance.com).*

NOTE: Many WTCS Districts have in place a variety of policies/activities to address various environmental, health and safety programs. This information is intended to provide "guidance" and not strict policy as Districts look at their needs and dynamics. The subject information, and documents found on the Districts Mutual Insurance (DMI) website may be used to develop program requirements by other Districts, however, there is no guarantee of completeness or inclusion of all possible factors and situations present within each District. For questions, contact: Tim Greene, DMI Risk and Loss Control Consultant at [tim@districtsmutualinsurance.com](mailto:tim@districtsmutualinsurance.com) or (414) 403-9343.