



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 53-015

Title: Physical Hazard: Forklifts

Saskatchewan Employment Act:

OHS Regulation: 153-167,194

Date: January 1, 2017

Date Revised/Reaffirmed: June 5, 2018

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Purpose

To ensure the health and safety of all workers by ensuring the proper training in the operation and maintenance of all forklifts

Definition

- **“Forklift”** is powered mobile equipment that has a power operated upright, angled or telescoping lifting device that can raise or lower a load for the purpose of transporting or stacking or could be used to provide a work platform for workers
- **“Approved work platform”** is a work platform mounted on a forklift which a worker may be raised, lowered or required or permitted to work and is of an approved standard or is designed and constructed and certified safe for use by a professional engineer to support safely the maximum load that the platform is expected to support. The work platform must have guardrails and toe boards that meet the requirements of Saskatchewan OHS Regulations 122 and 123. That platform must have a barrier along the edge to protect the worker from coming in contact with the mast drive mechanism.

Roles and Responsibilities

Employer must ensure:

- That a training program for the safe operation of a forklift is designed according to the [Saskatchewan OHS Regulations Table 14.1](#)
- That training for the operation of a forklift is provided by a competent person
- That only trained operators are permitted to operate a forklift
- That a written record of all training for workers is readily available
- That if a worker is lifted or lowered or will be required to or permitted to work on a platform mounted on a forklift that the work platform is an approved work platform (see definition above)
- That if a worker works from an approved work platform that fall protection is supplied and used
- That a forklift has a durable and legible load rating chart that is readily available to a worker
- That if a forklift is equipped with a seat that a seat belt is provided

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- That employees are trained in the safe operation of a forklift
- That only trained operators are permitted to operate a forklift
- That if an approved work platform is used, the platform is securely attached to the forks and has no lateral or vertical movement
- That the operators of the forklift are sufficiently supervised

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving forklifts
- That they only operate or perform maintenance on a forklift if properly trained
- That fall protection is used if the forklift is being used as a work platform
- The forklift has a legible load rating chart that is available to the operator
- The seatbelt is used during operation when required

Orientation & Training

- Training requirements for the operation of Power mobile equipment outlined in [Saskatchewan OHS Regulations Table 14.1](#)
- Safe operation and maintenance of a forklift
- Training in Fall protection if required

Materials

- Appropriate PPE if required
- Fall protection equipment if required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

June 5, 2018