

**U.S. CONCRETE, INC.
SAFETY POLICY and PROCEDURE MANUAL**

FUNCTION	Safety
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TOPIC	Forklift Safety
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OBJECTIVE(S): To provide a work atmosphere that is conducive to attaining a high work standard and as free as possible from safety and health hazards. To that end, U.S. Concrete has developed this policy to ensure that forklifts are operated safely by trained and certified employees.

GENERAL POLICY: (Defined below)

APPLICATION: U.S. Concrete, Inc.

RESPONSIBILITY: President/General Manager

(1) STATEMENT OF POLICY

It is important to be aware of the hazards involved with the operation of any motored vehicle. Due to the fact that a forklift or lift truck is very different in its construction and operation from personal vehicles, only trained and authorized personnel shall operate the forklifts at the ----- facility.

In addition, these safe operating rules have been developed to make all employees aware of the safety practices to be followed at this facility.

(2) SAFE OPERATING RULES

1. ONLY trained and certified personnel will operate forklifts. An employee must be trained on **EACH** vehicle he is to operate. Training is to include a thorough knowledge of these safe operating rules and OJT training by the facility designated forklift trainer.
2. A daily inspection of the forklift must be performed, or in the event of round-the-clock use, they shall be examined after each shift. The first person to operate the forklift is responsible for a pre-use and operational inspection. (NOTE: Inspection forms are available in the _____).
3. If any defects are found during the inspection or during normal operations the truck will immediately be removed from service until such time that repairs can be made.

4. Always drive smoothly, operate the truck at a speed which conditions safely allow and start or stop gradually.
5. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgraded.
6. NEVER overload a forklift. Overloading will cause a loss of steering control. Load limit information can be found on the identification plate on each forklift.
7. NEVER add extra weight to a forklift to counterbalance an overload.
8. Hands, feet, arms and legs shall be kept inside the running lines of the forklift, and shall be prohibited from being placed between the uprights of the mast.
9. When inside the forklift NEVER move or adjust any part of the load, forklift or surrounding area.
10. Whenever possible, avoid operating a lift truck in congested areas. When traveling in a congested area, operate only as fast as conditions safely permit and be constantly alert for changing conditions.
11. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
12. Stunt driving and horseplay shall not be permitted.
13. Keep alert for hazards. Hazards include wet or oil spots, loose objects or holes, rough or uneven surfaces and people.
14. Before attempting to lift a load or pallet, ensure that they are in a safe condition. Handle only stable and safely arranged loads.
15. The forks should go all the way under a load so that the load rests along the backrest.
16. Keep the forks at a maximum distance apart to ensure the stability of the load to be lifted.
17. Never lift a load that extends above the back rest unless no part of the load can possible slide back toward the operator.
18. Never raise or lower a load while the forklift is in motion.
19. When moving a load:
 - i. keep the load approximately 10" off the ground
 - ii. never travel with the load elevated more than 12" off the ground
 - iii. be sure your vision is not blocked by the load
 - iv. drive slowly and avoid sudden stops

20. When elevating a load:
 - i. do not raise or lower a load unless the truck is stopped and braked
 - ii. always lift the load straight or tilted slightly back
 - iii. always make sure there is adequate overhead clearance
21. If the load obstructs the forward view, the driver shall be required to drive with the load trailing.
22. When driving in reverse:
 - i. face to the rear
 - ii. sound the horn before moving
 - iii. drive slowly
23. Immediately report any collision, damage or near miss to a supervisor/team leader. A near miss, such as coming too close to material or people, may indicate mechanical difficulties.
24. Before raising a load to be stacked, always have any persons nearby move to a safe distance.
25. Never allow persons to walk under an elevated load.
26. When lifting or tilting a load, watch carefully to see that the load does not catch on adjacent loads or obstructions.
27. When stacking a load, be sure the forks are free of the load before you back up.
28. If a stack or pallet of material is leaning dangerously, immediately restack or contact a supervisor/team leader if the material cannot be moved.
29. ONLY the operator is to ride in the forklift.
30. Pallets are **not** to be used for lifting personnel. A properly secured maintenance platform (including properly attached safety chains) is the only acceptable way to lift or elevate personnel.
31. Before entering a box van or trailer, the forklift operator is responsible for:
 - i. setting the vehicle's brakes
 - ii. chocking the wheels of the trailer
 - iii. securing the dockboard
 - iv. inspecting the floor of the vehicle for holes or debris
 - v. ensuring that, if necessary, fixed jacks are used to support a trailer not coupled to a tractor

32. All dockboards or bridgeplates shall be properly secured before being driven over. Dockboards and bridgeplates shall be driven over slowly and their rated capacity never exceeded.
33. Every time you leave the forklift unattended, will be more than twenty-five (25) feet away from the vehicle, or the vehicle is not within the operator's view:
- i. park in an area free of traffic
 - ii. set the brakes
 - iii. lower the forks or load to the floor
 - iv. turn off the controls
 - v. turn off the motor
34. Forklifts shall never be parked in fire aisles, at access to stairways or in such a manner as to impede access to fire equipment.

Approved by:	Original at US Concrete Houston
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Effective Date:	1/1/03
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Signature:	Original at US Concrete Houston
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FORKLIFT SAFETY INSPECTION

Improperly maintained equipment can be a source of potential accidents. The safe operation and general condition of the forklift is the responsibility of all employees who operate it.

This inspection must be performed daily prior to the initial use of the forklift. At this time, the machine is cool and any fuel and fluid checks may be performed safely. If any deficiency is noted, the forklift must not be operated until such conditions are corrected.

PRE-START CHECK

Identification No.: _____

Shift: _____

YES NO

- | | | | |
|-----|-----|-----|--|
| ___ | ___ | 1. | Fire extinguisher is mounted and inspected. |
| ___ | ___ | 2. | Motor oil level is sufficient. |
| ___ | ___ | 3. | Fuel level is sufficient. |
| ___ | ___ | 4. | Radiator water level is full. |
| ___ | ___ | 5. | No visible signs of damage (e.g. loose or missing nuts, bolts or hoses). |
| ___ | ___ | 6. | Wheel or tire condition is good. |
| ___ | ___ | 7. | Forks-latches in good condition, carriage teeth unbroken. |
| ___ | ___ | 8. | No sign of fluid leaks. |
| ___ | ___ | 9. | Battery - water level is sufficient. |
| ___ | ___ | 10. | Battery cables are secure and in good condition. |
| ___ | ___ | 11. | Hoses are secure and in good condition. |

START-UP

- | | | | |
|-----|-----|----|---|
| ___ | ___ | 1. | Horns and signals are working. |
| ___ | ___ | 2. | Back-up alarm is functioning. |
| ___ | ___ | 3. | All brakes in good condition (i.e. foot, parking and emergency) |
| ___ | ___ | 4. | No unusual noises. |
| ___ | ___ | 5. | All gauges operational. |
| ___ | ___ | 6. | Lift and tilt mechanism functioning properly. |
| ___ | ___ | 7. | No sign of fluid leaks. |
| ___ | ___ | 8. | Drum transport devices are clean and in proper operating condition. |

INSPECTED BY _____

DATE _____