Redwood Empire Food Bank Powered Material Handling Equipment Operator's Policy

This Powered Material Handling Equipment Policy has been put in place to set the standard for all employees who have job descriptions that place them at occupational risk and primarily in the warehouse or at distribution sites where powered material handling equipment and non-powered pallet jacks are used. Due to the nature of our work, accidents and near misses are a major concern and can cause severe injury or property damage. In order to minimize the risk of an injury and property damage, we have developed this policy for the benefit of employees or volunteers that operate powered material handling equipment.

Required Training to operate Powered Material Handling Equipment

All employees or volunteers that operate powered material handling equipment at REFB 3990 Brickway Boulevard or distribution sites must be trained and certified by a professional trainer or a certified employee that has completed a professional Train the Trainer Program. The training will be in compliance with the OSHA 1910.178 standards and include portions of classroom, video, and direct hands on training with the specific piece of equipment being certified on.

Required Personal Protecting Equipment (PPE)

Per OSHA requirements, all operators of powered material handling equipment, must where a reinforced toe shoe that meets the ASTM F2413-18 standard. REFB employees are free to select their ASTM F2413-18 shoe and will be reimbursed up to, but no more than $150.00 for their purchase. The shoes are expected to last at least 12 months before replacement.

REFB has a Red Wing Shoe account that can be used to create "Vouchers" for your allowance amount that can be used at Red Wing stores and require less "upfront" costs for the employee. If the employee opts to purchase a brand not offered by Red Wing, they may keep their receipt of the approved shoe and submit directly to Finance for reimbursement.

SHOE GUIDELINES FOR OPPERATING MATERIAL HANDLING EQUIPMENT

- Shoes must be labeled as ASTM F2413-18 compliant
- The employee's shoes shall be identified by the manufacturer as "slip-resistant"
- The employee's shoe should support/cover the ankle
- Soles should be puncture resistant
- Employee's that operate powered material handling equipment are required to have a reinforced toe shoe. Steel or composite are acceptable.

Hi-Viz Safety vest or clothing must be worn at all times while operating powered material handling equipment.

Basic Rules and Regulations while Operating Powered Material Handling Equipment

- Always enter doorways with forks trailing
- No parking next to or by a door or intersection
- No parking or placing pallets in the safety walk
- Use horn frequently when rounding a blind corner or going through a door
- Powered Equipment ALWAYS yields to pedestrians
- Only use equipment that you are trained and certified to operate

- Perform your daily inspection on all equipment before operating
- Do not hang feet or other limbs outside the cockpit or platform areas to where they can get crushed or pinned against other objects.
- No headphones or earbuds allowed while operating equipment
- Cell Phone use prohibited while operating equipment.
- Music on equipment must be at a reasonable sound level and have work appropriate language and content. No explicit lyrics permitted.
- Hoodies, beanies, sweatshirts, or jackets that obstruct peripheral view prohibited
- No standing on equipment or riding on unit while in motion.
- Only two lifts in the Freezer/Cooler at one time to prevent space constraints
- No stand-up lifts in volunteer areas while volunteers present

OSHA Definitions:

OSHA defines an **accident** as an unplanned event that results in personal injury or property damage. If personal injury occurs and someone is sent to the hospital, it is required that the accident be reported to OSHA within 24 hours.

OSHA also defines an **Incident** as an unplanned event that could have resulted in an accident, but didn't by luck or chance. A **near miss** is an unplanned event that didn't result in an injury or property damage, but could have. A near miss is considered an incident and should be reported internally through a REFB incident report.

Causes for suspension or refresh training

As per OSHA standard 1910.178 (l) (4) refresher training of an operator must be provided when:

- Near miss of an accident occurs.
- Operator was observed operating in an unsafe manner.
- Operator is assigned to operate another type of equipment other than certified on.
- Major Property or equipment damage that makes the lift inoperable or Red Tagged
- Condition in the workplace that changes in a manner that could affect the safe operation of the equipment.

The operator will be suspended from using such equipment until they are recertified or management deems it safe for the operator to resume use.

Causes for Recertification training

Certification happens with new employees or if an employee's certification has lapsed. REFB requires recertification every two years.

OSHA has established very specific requirements for the training of lift operators. Failure to comply with OSHA requirements could mean sever penalties and fines for companies in violation of the law. (Ref OSHA 1910.178)

RESPONSIBILITIES

Employee:

- Operate all equipment within the rules and regulations set forth in this policy
- Inspect your equipment daily for broken parts, cleanliness, presence of leaks of lubricants, irregular noises, or wear and tear on consumable parts.
- Report any near miss, incidents, or accidents to management immediately

Manager:

- Monitor employees to ensure they are operating equipment in a safe manner.
- Evaluate all work areas on a daily basis to prevent accidents or equipment damages.
- Uphold this policy as it pertains to suspension and/or recertification.
- Ensure all operators are certified.

This Powered Material Handling Equipment Operator's Policy has been established to minimize injury, property damage and promote a safe workplace. Your participation is essential to the success of our safety program and is also a condition of employment. If you have any questions, please contact your manager for assistance.

I have read and agree to follow this policy.

Print Employee Name	Position
Employee Signature	Date
Manager / Director Signature	Date