



2600SEG111
SAFETY STANDARD FOR THE USE OF FORKLIFTS

1.0 PURPOSE

To establish safety requirements and instructions for the operation, care and handling of forklifts within the areas of the Panama Canal Authority (ACP).

2.0 BACKGROUND

Panama Canal Authority (ACP) Safety and Occupational Health Manual, Section 7, Subparagraph 7.4 "Forklifts, buggies, motor scooters, and bobcats, Revision of January 2000.

3.0 SCOPE

This standard applies to all ACP employees, contractors, and third parties performing works or activities with forklifts in facilities or areas under ACP responsibility.

4.0 LEGAL FOUNDATION

This Standard is established pursuant to Agreement No. 12 of the Board of Directors of the Panama Canal Authority (ACP), Safety and Health Regulations, Chapter 11, Article 16, Number 5.

5.0 DEFINITIONS

For the purpose of this Standard, the following definitions apply:

- 5.1** Inspection certificate: Certificate placed on the forklift, which indicates that the equipment has been inspected.
- 5.2** Serious failure: Failure representing an imminent hazard to life and/or property.
- 5.3** Inspector: Person designated by the Safety and Industrial Hygiene Unit (HRHS) Manager to inspect and certify whether the forklift is in optimal operational conditions or not.
- 5.4** Unattended forklift: A forklift that remains with the engine on is defined as unattended when the operator is situated in a position from where he cannot see the equipment, or if the operator is 25 feet or more away from the forklift.
- 5.5** Major repairs: brakes, hydraulic system, load lifting mechanisms.

6.0 GENERAL

6.1 INSPECTION

6.1.1 PRE-INSPECTION

The inspector shall inspect every new forklift or any forklift hired prior to initiating operations in the ACP.

6.1.2 DAILY INSPECTION

Prior to initiating daily operations, the forklift operator shall fill the daily forklift inspection form (annex 3). This form shall be handed to the supervisor in order to plan the necessary corrections and include it in the pertinent equipment file.



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6.1.3 ANNUAL INSPECTION

6.1.3.1 Each forklift shall be inspected once a year by the inspector from the Safety and Industrial Hygiene Unit, who issues an operation certificate provided that the equipment comply with the minimum safety conditions to be operated.

6.1.3.2 Should the equipment not comply with the minimum safety conditions to be operated due to a serious failure, it shall immediately be put out of service and marked with a red sign reading: "**DANGER.**"

6.1.3.3 The inspector shall be the only person authorized to remove the red sign and grant permission for operation.

6.1.3.4 Should the inspector not be available at the time, the Safety and Industrial Hygiene Unit (HRHS) Supervisor shall appoint another person to remove the sign once it has been verified that the equipment meets the minimum conditions to be operated and that all the indicated deficiencies have been mended.

6.1.4 EXTRAORDINARY INSPECTION

6.1.4.1 Should a forklift undergo major repairs, it shall be inspected by the inspector prior to putting it back in service.

6.1.4.2 The above applies both to mechanical repairs and to repairs of damages caused by accident or mistreat.

6.2 FORKLIFT OPERATION

6.2.1 All forklifts shall be operated in pursuance of the general guidelines described in Appendix 2 hereto.

6.3 TRAINING

6.3.1 INITIAL TRAINING

6.3.1.1 Every forklift operator shall be formally trained on the procedures described herein. Contractor shall provide training for their own employees.

6.3.1.2 The Industrial and Safety Training Unit (RHSI) shall evaluate forklift operators through a theoretical-practical exam. The operator shall receive, once the test is approved, an operator permit granted by RHSI authorizing him to operate forklifts.

6.3.2 CONTINUOUS TRAINING

The operator permit shall be effective during three years. Once this period is due, the operator shall again go to training. The operator shall go to training prior to such time if:

6.3.2.1 He has been involved in an accident.

6.3.2.2 The operator has been seen driving in an unsafe manner.

6.3.2.3 Original working conditions change.

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6.3.3 INSPECTORS AND QUALIFIED PERSONS TRAINING

Inspectors and qualified persons shall possess ample experience and receive formal training on forklift inspection techniques through a renowned entity either nationally or internationally.

6.4 EQUIPMENT DISTRIBUTION AND ASSIGNMENT

6.4.1 Every equipment shall be assigned as per the table included in Appendix 1.

6.4.2 Equipment operating in areas with deficient lighting (less than 2 lumen/square foot), shall be furnished with circulation lights.

6.4.3 Should the equipment generate carbon monoxide (CO) emissions and work in poorly ventilated areas, enough ventilation shall be provided in order to avoid the accumulation of gases.

6.5 PURCHASING

All forklift purchase requisition shall be reviewed by the Inspector in order to verify that the equipment is adequate for the anticipated work, as indicated in Appendix 1.

7.0 RESPONSIBILITIES

7.1 OPERATORS SHALL BE RESPONSIBLE FOR

7.1.1 Inspecting the forklift every day before using it.

7.1.2 Operating the forklift respecting established cargo and speed limits.

7.1.3 Following the adequate procedures to operate the equipment (Appendix 2)

7.1.4 Reporting any damage or anomaly that may affect the operation of the forklift to the supervisor.

7.2 SUPERVISORS SHALL BE RESPONSIBLE FOR

7.2.1 Watching for the safe operation of forklifts.

7.2.2 Verifying that the procedures described herein are followed.

7.2.3 Making sure that each forklift file is maintained, including conducting a daily inspection.

7.2.4 Making sure that forklifts are operated solely by personnel holding effective certifications.

7.3 INSPECTORS SHALL BE RESPONSIBLE FOR

7.3.1 Conducting the forklift annual inspection and operational test.

7.3.2 Keeping the log of annual and extraordinary inspections available.



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7.3.3 Inspecting rented or hired forklifts operating in the ACP.

7.3.4 Establishing, together with the responsible supervisor, speed limits pursuant to the provisions for working areas.

7.4 MANAGERS SHALL BE RESPONSIBLE FOR

7.4.1 Making sure operators are properly trained.

7.4.2 Maintaining favorable conditions for safe operations.

7.4.3 Making sure that forklifts are repaired solely by or under the guidance of qualified persons.

8.0 INQUIRIES

Any information or clarification of the content or application of this Standard must be requested in writing to the Safety and Industrial Hygiene Unit (RHSH).

9.0 EXCEPTIONS

Any requests for changes or temporary exceptions to this Standard must be made in writing to the Safety and Industrial Hygiene Unit (RHSH).

10.0 TERM

This Standard shall remain in force until amended or revised.



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Appendix 1

EQUIPMENT DISTRIBUTION AND ASSIGNMENT

TYPE	CHARACTERISTIC	AREA
D	Diesel motor	Warehouses or storehouses located in the open, businesses or the like, classified as non dangerous
DS	Diesel motor, furnished with protection for the muffler, fuel and electrical systems.	Areas where flammable liquids are handled or stored in sealed containers, liquids or compressed gases
DY	System similar to the DS, but does not have an electrical system	Areas where easily-ignited fibers are handled or stored
E	Electrical system, with no fire protection	Warehouses or storehouses located in the open, businesses or the like, classified as non dangerous
ES	Electrical system, equipped to prevent spark generation	Areas where flammable liquids are handled or stored in sealed containers, liquids or compressed gases
EE	Electrical system, which is completely isolated.	Areas where easily-ignited fibers are handled or stored
EX	Equipped to operate in atmospheres containing vapors and flammable powders	Areas where easily-ignited fibers are handled or stored
G	Gasoline motor, with minimum protection from fire	Warehouses or storehouses located in the open, businesses or the like, classified as non dangerous
GS	Gasoline motor, provided with protection for the muffler, fuel and electrical systems.	Areas where flammable liquids are handled or stored in sealed containers, liquids or compressed gases
LP	Utilizes liquefied gas as fuel system	Warehouses or storehouses located in the open, businesses or the like, classified as non dangerous
LPS	Utilizes gas as fuel system, provided with protection for the muffler, fuel and electrical systems.	Areas where flammable liquids are handled or stored in sealed containers, liquids or compressed gases



Appendix 2

SAFETY PROCEDURES

1- Handling:

- Strictly persons certified by RHSI shall be authorized to operate forklifts.
- Prior to operating a forklift, verification that it is cleaned, free from dirt and grease or oil excess shall be conducted. Forklifts shall not be cleaned with any kind of fuel whatsoever.
- The daily forklift inspection form shall be filled, used and handed to the supervisor.
- Forklift operators shall utilize adequate personal protection equipment for the type of working conditions of the job performed.
- When the forklift unit includes a safety belt, the belt shall be used.
- Speed limits established for the area shall be observed.
- Operators shall keep every part of their bodies inside the forklift.
- Passengers are not allowed when the forklift is operating.
- Forklift lights shall be used whenever the lighting in the area is deficient.
- The area where the forklift shall operate shall be inspected to avoid cracks, protuberances, level differences, wooden blocks or nails.
- The operator shall make sure that other workers and visitors are far whenever load is being lifted or deposited, or the forklift is moving.
- No person shall ever be allowed to stand or walk under the fork.
- Forklifts shall not be parked in ramps. Should it be necessary, the front wheels shall be blocked.
- Approval by the manufacturer and the Inspector shall be required in order to modify the forklift.
- When the forklift is unattended, the cargo shall be at ground level, the gears in the neutral position, the engine shall be turned off and the emergency break activated. A forklift is considered to be unattended when an engine is on and the operator is located in a position where he cannot see the equipment, or when the operator is 25 feet or more away from the forklift.

2- Load lifting and handling:

- Only loads within the capacity limit of the equipment shall be handled.
- Place the load in such a way that it is stable and its gravity center is in the fork. When handling loads composed by several parts (e.g., several boxes or bales), the load shall be secured if it is not baled with metallic or plastic bands, or plastic wrappings.
- Forks shall be kept as low as possible when transporting loads.
- A clear vision of the place towards which the forklift is moving shall be maintained at all times. Should the load obstruct visibility, operate the forklift in reverse or use other person's aid to guide you.
- Never lift or drop a load while the forklift is moving.
- Utilize the horn to warn others of your presence, particularly when you are circulating with a load.
- Reduce speed at all sharp bends and stop at corridor intersections. Proceed with caution at all times.



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- Should combustible or flammable loads be transported use the appropriate forklift (Appendix 1).

3. Combustible load

- Smoking is not allowed when handling combustible materials.
- The use of cellular phones, radios, or other equipment that may produce sparks or open flames is not allowed.
- The engine must be off whenever loading the forklift with fuel.



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Appendix 3

DAILY FORKLIFT INSPECTION FORM							
VISUAL INSPECTION	SAT	IN S	N/ A	OPERATIONAL INSPECTION	SAT	IN S	N/A
1. Tires/wheels/coating/air pressure				14. Horn			
2. All lights				15. Hydraulic steering			
3. Warning devices				16. Break			
4. Number of hours/mileage				17. Emergency break			
5. Indicator clocks				18. Seguro de arranque en posición neutral			
6. Damages to the bodywork				19. Fork inclination			
7. Oil/fluids/fuel/water leaks				20. Raising and lowering the fork			
8. Engine oil level				21. Hydraulic components			
9. Coolant level				22. Fork status and lock			
10. Fuel level				23. Safety belts			
11. Hydraulic oil level				24. Transmission/Steering			
12. Battery				25. Fire protection equipment			
13. External lubrication points				26. Reverse alarm			
Brand:	Capacity:	Identification:		Hours/Mileage:	Date:	Time:	
Comments:							
Operator name and signature:				Supervisor name and signature:			
Instructions: Mark all indicated lines. SAT = Satisfactory, UNS = Unsatisfactory, N/A = Not applicable. In case you have any additional comment, use the back of this form..							