

FORKLIFT OPERATOR CERTIFICATION

A forklift operator employed at Nanogate North America LLC is required to comply with federal regulations and be certified by their supervisor as competent to operate a forklift safely. Forklift operators are required to carefully and thoroughly review the requirements listed below. No employee shall operate a forklift until their supervisor has adequately demonstrated all of the forklift controls and handling techniques to them, and approved the employee to operate a forklift.

Prior to entering a vehicle or trailer, a forklift operator must ensure the parking brake is set and the wheels are chocked. Dock plates shall be driven over slowly and carefully.

Forklift operators must be constantly aware that a forklift swings wide from the rear, has a narrow wheelbase and a relatively high center of gravity, all of which makes the vehicle more prone to tipping over than an automobile.

There shall be no smoking anywhere near the vicinity of the refueling station. Forklifts shall be turned off during refueling.

A forklift shall not be operated any faster than the speed of a fast walk (5 mph). Operators shall slow down when near pedestrians. Pedestrians have the right of way at all times.

Operators shall drive very slowly on wet floors.

Operators shall not drive over any item or debris on the floor.

Operators shall sound their horn before reversing, at intersections and any other locations where there may be a pedestrian.

Operators shall travel with a load trailing whenever the view forward is obstructed in any way.

Operators shall look in the direction of travel, and shall not rely on their mirrors when driving in reverse.

Forklifts shall not be driven directly up to anyone standing in front of a fixed object.

Forks shall be extended all the way under a load before travelling. Forks shall be tipped slightly back to stabilize a load while travelling. When forks protrude out the other side of a load, adjustments may be needed prior to placing the load up against another object.

No one shall pass underneath elevated forks.

No one shall be allowed to ride on a forklift with the operator, nor stand on the forks for any purpose.

The operator shall keep their arms and legs within the confines of the forklift when travelling.

Forks shall be close to the floor when travelling, although not in contact with the floor.

A forklift shall be turned off, with forks on the floor and parking brake engaged when left unattended. A forklift shall not be left running while using the bathroom, etc.

Three lengths shall be maintained between two forklifts travelling in the same direction.

No horseplay or cell phone use shall be permitted while operating a forklift. The operator shall give full attention to the safe operation of the forklift at all times.

Steering shall be smooth and even. Spinning the wheels, sliding sideways, lifting a wheel and gripping the steering wheel to stay in the seat are all signs of reckless operation and shall not be permitted.

All loads shall be moved with care to avoid shifting and falling.

Any forklift found to be in need of repair shall be taken out of service at once. A forklift shall be thoroughly inspected at the beginning of each shift to ensure it is in safe condition.

I have reviewed these federal regulations regarding forklift operation. I understand these requirements and have discussed any questions with my supervisor. I will comply with these requirements and operate forklifts at Nanogate North America LLC safely to protect myself and my fellow employees, prevent accidents and damage, minimize liability and legal ramifications for my employer, and maintain my employment status.

Employee Printed Name_____

Employee Signature_____

Date_____

As supervisor for the above employee, I attest that he/she has thoroughly reviewed these listed requirements and discussed any questions with me. I hereby certify that this employee has been adequately trained and is sufficiently competent to operate a forklift at Nanogate North America LLC. I take full responsibility for his/her conduct while operating a forklift, and will continue to adequately supervise this individual to ensure his/her safety, the safety of other employees, prevent accidents and damage, minimize liability and legal ramifications for our employer, and maintain our employment status.

Supervisor Printed Name_____

Supervisor Signature_____

Date_____

Return completed form to EHS