

Authored By: Anthony G. Roberts	<b>Blanchard Refining Company LLC Galveston Bay Refinery</b>	Doc No.: RSW-000023-GB Rev No: 0
Doc Custodian: Safety Supervisor		Refinery Safe Work Procedure
Approved By: Jeffrey G. Montminy	<b>ME-2 Forklift Truck Operation</b>	
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### TABLE OF CONTENTS

1.0	Purpose .....	2
2.0	Scope .....	2
3.0	Procedure.....	2
3.1	General Requirements.....	2
3.2	Traveling .....	3
3.3	Operation of the Forklift Truck .....	3
3.4	Handling of Electric-Powered Truck Batteries .....	4
3.5	Maintenance and Repair of Forklift Trucks.....	4
3.6	Parking of Forklift Trucks .....	4
3.7	Training .....	4
3.8	Audit.....	5
4.0	Definitions .....	5
5.0	References.....	5
6.0	Attachments .....	5
7.0	Revision History .....	5
	Attachment A – Forklift Truck Frequent Inspection Checklist Card .....	7
	Attachment B – Pre-Use Inspection Checklist – Engine/Electric Powered Forklift.....	8

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-2 Forklift Truck Operation	Doc Number: RSW-000023-GB	Rev No: 0

## 1.0 Purpose

The purpose of this policy is to protect the safety of site personnel and provide safe and efficient forklift operation.

## 2.0 Scope

This policy will apply to all persons who operate forklift trucks and powered industrial trucks covered by 29 CFR 1910.178 (OSHA Powered Industrial Trucks Standard), ASME B56.1 (Low Lift and High Lift Trucks) and ASME B56.6 (Rough Terrain Forklift Trucks). Powered industrial trucks include electric-, LPG- and diesel-powered forklift trucks, rough terrain forklift trucks, and specialized industrial trucks such as electric-powered sweepers and electric-powered hand trucks.

## 3.0 Procedure

### 3.1 General Requirements

- 3.1.1 All forklift truck operators will be qualified and authorized in the use and handling of forklift trucks. A list of qualified fork truck operators can be found at the GBR L&D site under HESS Training (see <http://ww7.mpcconnect.com/sites/ref-gbr-hr-org/Pages/LD.aspx>).
- 3.1.2 All forklift trucks will have a name plate showing the weight of the truck and its rated capacity.
- 3.1.3 No loads will be lifted that are beyond the forklift truck capacity.
- 3.1.4 All forklift trucks will be equipped with factory approved seatbelts.
- 3.1.5 Forklift truck operators will wear seatbelts while the forklift is operated, even from a stationary position, as well as when the equipment is traveling between locations.
- 3.1.6 Before bringing forklift trucks into ISBL or restricted areas, established procedures for entering operating areas must be followed.
- 3.1.7 All forklift trucks will be inspected using the daily operator checklist before use each shift. The checklist may be obtained when the keys to the forklift truck are checked out.
  - 3.1.7.1 **Purpose:** To assure all Forklifts are inspected and records are maintained in accordance with OSHA Standard 1910.178 section (q) paragraph (7). "Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects, when found, shall be immediately reported and corrected."
  - 3.1.7.2 **Practice:** A Forklift Inspection tag shall be attached to each Forklift that is used on-site. Prior to entering the cab of the Forklift, the operator shall consult the affixed tag and verify that the Forklift has been inspected during the shift. If the Forklift has not been previously inspected on that date, the operator must inspect it at that time and document the inspection on the tag including the user's name and date of the inspection. Using the machine prior to inspection is a violation of the standard. If the Forklift Inspection tag has no available lines to record the inspection, a new tag should be attached, and the removed tag. The on-site rental equipment coordinator will be responsible for ensuring any additional Forklifts received have the Forklift Inspection tag attached to facilitate the completion and documentation of the Forklift Daily Inspection.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-2 Forklift Truck Operation	Doc Number: RSW-000023-GB	Rev No: 0

- 3.1.8 Forklift truck operators will check to see if there is sufficient fuel in the tank to complete the job.
- 3.1.9 Forklift truck operators will look for adequate overhead and side clearance.
- 3.1.10 A spotter shall aid the forklift operator when entering operating units and in all congested work locations.

### 3.2 Traveling

- 3.2.1 All traffic regulations will be observed including authorized site speed limits and necessary hand signals.
- 3.2.2 Slow down and sound the horn at cross aisles, blind corners, or other locations where vision is obstructed.
- 3.2.3 Drive in reverse if the load being carried obstructs the view. Always look in the direction of travel.
- 3.2.4 Drive in reverse when carrying a load down a ramp and drive in forward when carrying a load up a ramp.
- 3.2.5 Forks will be placed under the load as far as possible and the mast tilted back to cradle the load.
- 3.2.6 Travel with forks and/or loads as low as possible and still maintain floor or ground clearance. If it is necessary, maneuver the load in an elevated position due to obstructions or tight places. The load should be lowered to proper travel height as soon as the obstruction is cleared.
- 3.2.7 Do not exceed a maximum load width of ten feet when traveling on plant roads. Use trucks, cherry pickers, or another form of transport when handling material in excess of this size.
- 3.2.8 Avoid bumps, holes or loose objects that may sway or tip the truck.
- 3.2.9 Keep arms and legs inside the outer edges of the fork lift truck.
- 3.2.10 No riders - Only the driver will be allowed on a forklift truck while it is in operation.

### 3.3 Operation of the Forklift Truck

- 3.3.1 Forklift trucks may be used as an elevated work platform provided the work situation prohibits the use of traditional scaffolding or a JLG and the following conditions are met:
  - 3.3.1.1 A stable work platform is used.
  - 3.3.1.2 The work platform is equipped with proper handrail, mid rails, and toe boards.
  - 3.3.1.3 The work platform is firmly secured to the forklift truck.
- 3.3.2 If it is necessary to adjust the width of the forks for odd-sized loads, raise the forks to waist height, place controls in neutral, set the brakes, and turn off the power. Immediately after fork adjustment has been completed lower the forks to the proper height.
- 3.3.3 Forklift trucks will not be used for opening or closing freight car doors or warehouse doors.
- 3.3.4 Railroad cars and semi-truck trailers will be properly chocked and provided with adequate approach ramps or dock boards before entering with fork lift trucks.
- 3.3.5 Fuel tanks will not be filled while the engine is running.

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-2 Forklift Truck Operation	Doc Number: RSW-000023-GB	Rev No: 0

### 3.4 Handling of Electric-Powered Truck Batteries

- 3.4.1 When refilling or handling truck batteries, goggles, rubber gloves and an eyewash station will be provided.
- 3.4.2 Battery charging areas will be provided with facilities: for flushing and neutralizing spilled electrolyte; for fire protection; for protecting charging apparatus from damage by trucks; and, for ventilation to disperse vapors, fumes and hydrogen gas from batteries.

### 3.5 Maintenance and Repair of Forklift Trucks

- 3.5.1 Each forklift will be removed from service for periodic preventive maintenance (PM) at least annually. Annual inspections for MPC forklifts shall be retained for at least 1 year – to be stored in the GBR Garage supervisor’s office.
- 3.5.2 Forklift trucks will be checked by the operator for safe operating conditions before being placed in service. The truck will not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examinations will be performed using a checklist at least daily by the operator. Where forklift trucks are used on an around-the-clock basis, they will be examined at the start of each shift.
- 3.5.3 Written records of Annual inspections shall be retained for at least 1 year – to be stored in the GBR Garage supervisor’s office..
- 3.5.4 Forklift trucks found in need of repairs, defective or in any way unsafe will be taken out of service and tagged “Do Not Operate” until they have been restored to safe operating condition.

### 3.6 Parking of Forklift Trucks

- 3.6.1 When a forklift truck is left unattended\*, its load engaging means shall be fully lowered, control placed in the neutral position, the power shut off, and the brakes set.
  - \* Unattended, for this purpose, shall mean 1) when the operator is 25 feet or more away from the truck; or 2) when the truck is not in view of the operator.
- 3.6.2 If the truck operator has dismounted, is within 25 feet of the truck with the truck still in his view, then the load engaging means shall be fully lowered, the controls placed in neutral, and the brakes set.

### 3.7 Training

- 3.7.1 New forklift truck operators will receive formal instruction, practical training, and an evaluation of the operator’s performance in the workplace on each type of truck. The training will cover truck related topics, workplace topics and the requirements of the OSHA standard.
- 3.7.2 Each forklift truck operator will be evaluated every three years on each type of truck.
- 3.7.3 In the event of one of the following conditions, supervisors/foremen will arrange for refresher training through the Training Department that addresses the deficiency. The refresher training will include a demonstration by the operator that he/she can operate the forklift truck safely in the workplace.
  - 3.7.3.1 The operator is observed operating the vehicle in an unsafe manner.
  - 3.7.3.2 The operator is involved in an accident or near-miss.
  - 3.7.3.3 The operator is evaluated and the evaluation reveals operator is operating unsafely.
  - 3.7.3.4 The operator is assigned to a different class of truck, or

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-2 Forklift Truck Operation	Doc Number: RSW-000023-GB	Rev No: 0

3.7.3.5 Conditions in the workplace change which may affect the operator's ability to safely operate the truck.

3.7.4 Training will be provided by qualified instructors.

3.7.5 Training will be coordinated, documented and tracked by the Training Department.

### 3.8 Audit

3.8.1 HESS Safety Team Representative shall conduct audits of the following according to the self-assessment matrix to verify that:

3.8.1.1 L&D and contractor training programs for equipment operators meet or exceed OSHA, ANSI and MPC standards.

3.8.1.2 Qualified Equipment Operators are being used.

3.8.1.3 Pre-use Inspection Checklists are being used.

3.8.1.4 The preventive maintenance sticker is being applied.

3.8.2 MPC Maintenance Services Supervisor shall conduct an annual audit of maintenance records.

## 4.0 **Definitions**

4.1 **Authorized fork lift truck operators** – Those who have been trained on proper inspection and safe operation of a forklift truck and have been given permission to operate a forklift truck.

4.2 **PM records** – Documented records that are filed supporting preventive maintenance has been performed.

4.3 **Qualified instructors** – Individuals who are considered forklift subject matter experts and are classified by MPC as training facilitators.

4.4 **Spotter** – Individual who will ensure a forklift is operated without coming in contact with personal, or obstructions.

## 5.0 **References**

5.1 29 CFR 1910.178 (OSHA Powered Industrial Trucks Standard),

5.2 ASME B56.1 (Low Lift and High Lift Trucks) and

5.3 ASME B56.6 (Rough Terrain Forklift Trucks).

## 6.0 **Attachments**

6.1 Attachment A – Forklift Truck Frequent Inspection Checklist Card

6.2 Attachment B – Pre-Use Inspection Checklist – Engine/Electric Powered Forklift

## 7.0 **Revision History**

Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-2 Forklift Truck Operation	Doc Number: RSW-000023-GB	Rev No: 0

Revision Number	Description of Change	Written by	Approved by	Revision Date	Effective Date
0	Original Issue. Consolidated site procedure that replaces GBR-HESS-ME-02 and RMP-1000-S0010-TC under MOC 50278.	A. G. Roberts	J. G. Montminy	8/9/2018	10/15/2018



Blanchard Refining Company LLC	Galveston Bay Refinery	
Title: ME-2 Forklift Truck Operation	Doc Number: RSW-000023-GB	Rev No: 0

**Attachment B – Pre-Use Inspection Checklist – Engine/Electric Powered Forklift**

## Pre-use Inspection Checklist – Engine/Electric Powered Forklift

Operator pre-use checklist – perform prior to each use

Note general vehicle condition. Clear away all collected debris, steam clean if necessary. Check for mechanical damage and loose or leaking components. Report faults to your supervisor or the maintenance department, whichever your company requires.

***Before starting engine, check the following:***

WALK-AROUND ITEMS (VISUAL)	STATUS			REMARKS
	OK	NO	N/A	
Walk-around inspection (warning decals, capacity plate, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Forks/locking pins, carriage, mast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wheels, tires & lug nuts (condition/pressure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery (electrolyte level, connections)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Engine (fluid levels, leaks, belts, hoses, debris)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transmission (fluid level, leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air cleaner (clean or change as required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radiator (fluid level, leaks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel tank (secure, valve open & fuel level)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead guard (no damage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

***After starting engine, check the following:***

START-UP ITEMS	STATUS			REMARKS
	OK	NO	N/A	
Engine (sounds normal, no excessive exhaust smoke)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gauges / Warning Lights (fuel/charge level, oil pressure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wipers & Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Warning devices (horn, backup beeper, strobe lights, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All powered controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Direction / Speed Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fuel / Charge level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note anything abnormal or in need of repair: \_\_\_\_\_  
 \_\_\_\_\_

Operator: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Vehicle #: \_\_\_\_\_ Hour Meter Reading: \_\_\_\_\_ Date: \_\_\_\_\_