

1. **Introduction:** OSHA regulations state that all forklift operators must be trained. This training should consist of both classroom and hands-on training and should include a test before an individual should be permitted to operate a powered industrial truck. Although Louisiana State University does not fall under the jurisdiction of the Occupational Health and Safety Administration (OSHA), it is the policy of LSU and the Department of Occupational and Environmental Safety to comply with such standards.
2. **Purpose:** The purpose of the forklift policy is to ensure that all forklift operators at CAMD have been properly and adequately trained.
3. **Definitions:**
 - a. **forklift:** is a powered industrial vehicle designed to lift loads (normally set up pallets) which would otherwise be difficult to move.
 - b. **Authorization:** to use the CAMD forklift is given by CAMD safety after training which includes written materials, hands-on training and testing of knowledge on how to handle a forklift.
4. **Scope of the Policy:** this policy covers all forklift use at CAMD.
5. **Requirements:**
 - a. All forklift operators must be certified by CAMD safety
 - b. All forklift operators must undergo training
 - c. All forklift operators must pass a written test
 - d. All forklift operators must re-certify annually
6. **Responsibilities:**
 - a. All forklift operators must ensure that they are properly trained and must maintain current certification. Re-certification may be accomplished on-line.
 - b. Training consists of lecture, practice and test materials.
 - c. The person operating the forklift is responsible for the forklift and any loads moved with the forklift.
7. **Penalties:** The use of the CAMD forklift without authorization is subject to immediate penalty. Misuse of the forklift by authorized personnel may result

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in loss of future forklift privileges. Additional penalties may be assessed at the discretion of the CAMD director.

- 8. **Exemptions to the Rule:** Non-CAMD trained personnel who require the use of a forklift (example: vendor), to complete their work at CAMD must sign a release form as outlined in Administrative directive: GS-AD-0010-001.doc
- 9. **Special Conditions:** none identified
- 10. **Authorization:** By the signatures affixed below, this policy is authorized by the CAMD Director and by the CAMD Safety Director.

_____	Date _____	_____	Date _____
Franz-Josef Hormes, Ph.D.		Marie-Lorraine Marceau-Day, Ph.D.	
CAMD Director		CAMD Safety Director	

_____ Date _____
George Rupert
Facility Manager