1. Ensure that you are certified to use the CAMD forklift.

2. If not certified, make appointment with CAMD Safety to be trained in forklift handling.

3. If you have previously been trained to use the forklift but more than one year has elapsed since this training, you must re-certify.

4. To re-certify as a forklift operator – go to www.camd.lsu.edu and take the test located under the Safety-MSDS button.

5. You must obtain a minimum of 80% or certification is void.

6. If you fail the re-certification test, you must re-take the entire forklift training.

7. A forklift training manual is available on-line at www.camd.lsu.edu which may be used to assist you in preparing for the forklift test.

8. Always check brake, seat brake, horn and hydraulic controls before beginning a lift with the forklift.

9. Always ensure that materials to be moved are properly secured.

10. Fasten seat belt provided before beginning any lift.

11. Lower the load when moving to increase both visibility and load stability and provide for a spotter in blind corners.

12. Never continue a lift if the back of the forklift raises off the ground. This may cause the forklift to tip-over with the potential for serious injury or death.

Authorization: By the signatures affixed below, this policy is authorized by the CAMD Director, the CAMD facility manager and by the CAMD Safety Director.

Josef Hormes       Date       George Rupert       Date

Marie-Lorraine Marceau-Day       Date