

Forklift-Mounted Work Platform Safety Policy



Forklift mounted platform operations aren't something you can freelance. To perform them safely and in compliance with OHS regulations requires special equipment, procedures and other safeguards. Here is a general forklift mounted platform policy template that you can modify based on the kinds of equipment you use and the operations you carry out.

1. PURPOSE

Certain operations may require workers to work on platforms that are elevated into and held in position via the use of forklifts or other powered mobile equipment. Workers who work on such elevated platforms may be at risk of vertical fall and other hazards. The purpose of this Policy is to guard against such hazards and ensure safe use and operation of platforms mounted on forklifts in accordance with the [province] *Occupational Health and Safety Act* ("Act"), Occupational Health and Safety regulations ("Regulations"), as well as the ABC Company Occupational Health and Safety Program ("OHS Program"), Fall Protection Policy and other applicable requirements and standards.

2. DEFINITIONS

For purposes of this Policy:

- **"Adequate"** means sufficient for both its intended and actual use and sufficient to protect a worker from

occupational injury;

- **“Competent worker”** when used in relation to a worker who must carry out a particular task or operation means one who has adequate knowledge, training and experience to perform the task or operation;
- **“Elevated work platform”** means a movable work platform that is mounted on and supported by a forklift, lift truck or other form of powered mobile equipment (as those terms are defined in the Regulations);
- **“Fall arrest system”** means an assembly of components joined together so that when the assembly is connected to a fixed support, it is capable of arresting a worker’s fall;
- **“Professional engineer”** “means a person who is a professional engineer within the meaning of [the province’s] professional engineers legislation; and
- **“Rated load”** means the means the load that a platform is, in accordance with its design, rated to bear.

3. WORKERS THIS POLICY IS INTENDED TO PROTECT

The intent of this Policy is to ensure that **all workers** engaged to work at ABC Company work sites who are or may be permitted or required to work on elevated work platforms are properly protected regardless of who pays or employs those workers, including:

- Full- or part-time workers employed by ABC Company;
- Temporary employees placed by an outside agency to work at the site;
- Contract labourers engaged to perform work at the site;
- Volunteers who work at the site for free; and
- Workers employed by constructors, contractors, and subcontractors to perform work at the site under a contract with ABC Company.

4. ROLES & RESPONSIBILITIES

4.1. Employer

Owners, corporate officers and directors, upper managers, and other representatives of ABC Company who may be defined as an “employer” under the Act are responsible for overall implementation of this Policy, including ensuring that:

- The resources necessary to implement this Policy effectively are provided;
- The required hazard assessments, safety procedures, site plans and other plans/procedures are created, implemented and appropriately reviewed;
- Appropriate engineering, administrative and PPE measures are used to control hazards associated with the use of elevated work platforms;
- All work platforms, forklifts and their respective components meet the standards set out in the Regulations and this Policy;
- All workers involved in elevated work platform operations receive required safety instruction and training; and
- This Policy is appropriately reviewed.

4.2. Safety Coordinator, Site Manager

The Safety Coordinator, facility manager, or other person designated as being in charge of safety at the workplace will be thoroughly familiar with and oversee implementation of this Policy, including ensuring that:

- The required hazard assessments, safety procedures, site plans and other plans/procedures are created, implemented and appropriately reviewed;
- Appropriate engineering, administrative and PPE measures are used to control hazards associated with the use of elevated work platforms;
- All work platforms, forklifts and their respective components meet the standards set out in the Regulations and this Policy;
- All workers involved in elevated work platform

operations receive required safety instruction and training;

- This Policy is applied to any constructors, contractors, and subcontractors hired to perform work at ABC Company worksites where the scaffolds and work platforms covered in this Policy are used;
- All of the manufacturer's specifications and professional engineer certifications required by this Policy are obtained and kept in a readily accessible location at the worksite;
- All other records required to implement this Policy are kept and retained;
- This Policy is appropriately reviewed.

4.3. Supervisors

Supervisors, lead-hands, foremen, and other persons in charge of work operations involving exposure to fall hazards are responsible for ensuring that:

- The work site is assessed for fall hazards;
- The safety measures, site plans and other administrative measures set out in this Policy are implemented;
- Appropriate engineering, administrative and PPE measures are used to control hazards associated with the use and operation of elevated work platforms;
- All work platforms, forklifts and their respective components are appropriately inspected and verified as meeting the standards set out in the Regulations and this Policy;
- All workers involved in elevated work platform operations receive required safety instruction and training;
- Workers are held accountable for complying with this Policy, including where necessary via the imposition of discipline for infractions;
- This Policy is applied to any constructors, contractors, and subcontractors hired to perform work at ABC Company

worksites where the scaffolds and work platforms covered in this Policy are used;

- This Policy is appropriately reviewed.

4.4. Workers

Workers will cooperate with ABC Company in implementing this Policy by:

- Not working on elevated work platforms unless and until they receive the safety training and instruction provided under this Policy;
- Complying with any safe work procedures developed to protect them;
- Using the training and instruction they receive when engaging in work operations on elevated work platforms;
- Immediately notifying their supervisor or manager of any defects or unsafe conditions they find in the equipment and not using the equipment until such concerns are addressed (or the equipment is removed);
- Properly using, maintaining, and caring for the equipment they're required to use.

4.5. Joint Health & Safety Committee/Health & Safety Representative

ABC Company will consult with and secure the participation of the workplace Joint Health and Safety Committee ("JHSC"), Health and Safety Representative ("Representative"), or where no JHSC or Representative exists, the affected workers at the site in developing and implementing this Policy.

5. ELEVATED WORK PLATFORM DESIGN

Elevated work platforms may not be used unless they:

- Are commercially manufactured or constructed in accordance with the specifications certified by a professional engineer;
- Are designed by the manufacturer of the forklift or a

professional engineer to safely support the expected load;

- Are equipped with guardrails and toe-boards that meet the fall protection requirements set out in the Regulations;
- Are equipped with a screen or similar barrier along the edge of the platform adjacent to the mast of the forklift to prevent a worker from coming into contact with the mast drive mechanism;
- Have a skid-resistant deck;
- Are securely attached to the forks and carriage of the forklift;
- **[Add if you're in BC]:** Are designed and used by workers in accordance with:
 - ANSI/ITSDF B56.1-2009, Safety Standard for Low Lift and High Lift Trucks, if the platform is being used with a high lift truck; or
 - ANSI/ITSDF B56.6-2011, Safety Standard for Rough Terrain Forklift Trucks, if the platform is being used with a rough terrain forklift truck.

6. PLATFORM MARKINGS

The following information must be legibly and permanently marked in a conspicuous place on an elevated work platform:

- The maximum number of workers who may occupy the platform;
- The weight of the platform and its rated load;
- The forklift type for which it's been designed; and
- Any other information necessary for its safe operation;
- If the platform was built by a manufacturer, the model number, serial number or other unique marking or identification linking the platform with the manufacturer's documentation respecting the platform's design and use;
- If the platform was custom built, the unique identification number or linking the platform with the

manufacturer's documentation for the platform's design and use;

- The title of the safety standards the platform was designed to meet;
- The weight of the platform when empty;
- The rated load of the platform; and
- The minimum width and minimum rated capacity a lift truck must have to support the platform when the platform is loaded to its rated load.

7. SAFE USE OF ELEVATED WORK PLATFORMS

When a worker is on an elevated work platform mounted on a forklift:

- The forklift must be on a stable, level surface, unless it's a rough terrain forklift;
- The operator of the forklift must remain at its controls when the platform and the forklift are in the elevated position; and
- The worker on the elevated work platform must use a fall arrest system that: i. meets OHS requirements; and ii. is attached at an anchor point specified by the professional engineer who designed the work platform.

8. REQUIRED INSPECTIONS

A qualified person inspects both the work platform and the forklift supporting the work platform before either the work platform or the forklift is used by a worker to ensure the platform is properly secured to the forklift and the forklift and platform are both safe for use:

- Each time the platform is mounted on the forklift; and
- At the start of each work shift, if the platform is already mounted on the lift truck at the start of the work shift.

9. SAFETY TRAINING & INSTRUCTION

Any worker permitted or required to use an elevated work platform must receive appropriate training, instruction and supervision in its safe use. Operators of forklifts used to support an elevated work platform must meet the training and certification requirements for operation of powered mobile equipment set out in the Regulations.

10. CONSTRUCTORS, CONTRACTORS & SUBCONTRACTORS

ABC Company will ensure that any constructors, contractors, and subcontractors hired to perform work involving the use of an elevated work platform at an ABC Company worksite are, before such work begins:

- Notified about the fall hazards at the site and the dangers they pose;
- Required to ensure that all of their affected workers are provided and properly trained and instructed to use the fall protection required.

Constructors, contractors, or subcontractors in control of work at an ABC Company worksite that involves the use of an elevated work platform will be required to provide exposed workers engaged in the contract work adequate protection against those hazards by either:

- Directly applying this Policy to the contract work by assuming all of the employer obligations this Policy assigns to ABC Company; or
- Developing and implementing an equivalent policy and site plan that meet the requirements of the Regulations, and that is coordinated with and provides at least the same level of protection as this Policy to workers involved in the contract work who are exposed to the hazards involved.

11. POLICY MONITORING & EVALUATION

This Policy will be reviewed, in consultation with the JHSC or Representative, at least once a year and more often in response to incidents, injuries, illnesses, and changes affecting workers' health and safety.