

**SOP Number #004**  
**SOP Title Forklift Loading/Offloading**

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## 1. PURPOSE

- This procedure is a guideline on the proper way in using a forklift to safely offload and load equipment from a truck/vessel. Employees at BBGCI will use this as a guide to help them perform their duty in a safe and productive manner.
- BBGCI will be in compliance with all government regulations as well as regulations set forth by our clients.

## 2. INTRODUCTION

- BBGCI understands that all jobs are different. This SOP is set in place as a guideline to help employees understand the proper procedure to follow when using a forklift to loading and offloading equipment.

## 3. SCOPE

- This procedure has been set in place for BBGCI forklift operators, support personnel which includes spotters and riggers who will be assisting in loading and offloading of equipment.

## 4. DEFINITIONS

- Support personnel- A BBGCI employee who has a certificate and in good standing with BBGCI training and policies and has extensive knowledge, training and experience. (rigger & spotter)
- Line of Fire- The path of a moving object that can potentially injure or the potential path of an object that may move
- Buffer Zone- The area where operation occurs that is deemed not safe for unauthorized personnel or equipment.
- Landing Zone- The area where the load will be set.
- Forklift Operator- BBGCI employee who is qualified and trained and within good standing with company requirements; through extensive knowledge, training and experience.
- PIC- Person in Charge
- Critical Lift- means a lift that (1) exceeds 75 percent of the rated capacity of the forklift, (2) requires the use of more than one crane or derrick, or (3) is considered a non-routine lift.

## 5. RESPONSIBILITIES

### Qualified Forklift Operator

*NOTE: The Forklift Operator is the PIC once the loading/off-loading process begins. It is their responsibility to stop the operation if proper procedure is not being followed or if he/she believes there is a safer more efficient way to perform the operation.*

- Obtain proper permits and fill out JSEA and other lifting forms (Crit. lift ect... and any other forms required by client)
- Verify weight of the load to be lifted.

- Participate in the tailgate and review 12 questions to safe lift.
- Ensure that all supporting employees know that he/she is the lead in the operation.
- Fully understand the scope of work and all the hazards involved in his/her job duty.
- Ensure all employees involved fully understand the sequence of loading/unloading equipment and that all employees understand the hazards associated with it.
- Perform a documented forklift inspection and document any non-conformities before use. Depending on the severity of the non-conformity will result in the use or tag out of the equipment.
- Ensure the Forklift is the right piece of equipment for the job at hand.
- Ensure he/she has a qualified forklift operator card with BBGCI training that is in good standing.
- Establish good communication with riggers and supporting personnel at all times.
- Ensure persons not involved in the load out are out of the buffer zone and a safe distance away from all operations.
- Ensure barricades are in place if applicable (Crit. lifts ect...)
- Begin load out operations in a safe and productive manner.

#### Support Personnel

- Attend/ participate in tailgate meeting and JSEA.
- Fully understand the scope of work and all the hazards involved in his/her job duty.
- Proper training for personnel rigging load
- Establish good communication with all supporting personnel involved in the lift including the customers.
- Guide vessel/trucks to desired location so the loading/off-loading process can begin.
- Keep unauthorized personnel away from the work area/buffer zone at all times.
- Inspect the rigging equipment for deformities prior to operations and ensure the proper rigging equipment is being used for the job.
- Ensure the rigging equipment is in date with a legible tag available for review
- Ensure taglines are the proper length and are being used properly.
- Monitor for any unexpected hazards that could potentially endanger employees.
- Ensure rigging does not damage load being lifted.

## 6. SPECIFIC PROCEDURE

### Loading/ Offloading Equipment

1. JSEA and tailgate meeting will be conducted with all involved employees prior to any operations.
2. Designated Spotter will control the signals and assist truck/ vessel in getting in the proper location and secure before loading/offloading operations begin.
3. The Forklift operator will perform and document daily inspection on the forklift being used before the lift.
4. The qualified riggers will begin to pick out and inspect the rigging equipment that was discussed in the JSEA and tailgate meeting.
5. Once the buffer zone is free of any unauthorized personnel and the landing zone is also clear, the spotter/signal person will coordinate with the forklift operator to hook up the load.
6. The support personnel will then attach taglines to the load as needed and assist the forklift operator with loading/offloading operations using hand signals or other approved communications methods.

### *Lift Types*

#### **Basic Forklift Operations (With Forks)**

1. Upon getting on the forklift, the Forklift Operator must fasten his seatbelt and always make sure he has a clear path to the load.
2. Forks must remain four to six inches above the ground during travel.
3. Spotter will establish communication with the Forklift Operator and assist him/her in traveling safely.
4. When picking up the load, the load should be position all the way to the back of the forks and tilted slightly back toward the operator.
5. When picking up the load, the operator should always be aware if his forks are longer than the load so that he does not damage or lift anything behind the intended load.
6. When transit, the load shall not be any higher than four to six inches above the ground.
7. When the load is successfully complete, the operator will use three point contact to exit the forklift.

Note: Client may restrict certain loads from being lifted with forks. Ensure Client's policies are adhered to with particular load being lifted.

#### **Special Lifts Requiring Slings and Chokers (Other than Forks)**

1. *Attach appropriate shackle to forklift per manufacturer's specifications and/or client approved lifting device.*
2. *Qualified Riggers will attach sling on appropriate location on item being lifted to ensure an even load*
3. *Qualified Riggers will attach appropriate tag lines to lifted item.*
4. *Spotter will maintain a clear buffer zone.*

#### **Special Lifts Requiring Bucket Attachment**

1. For use with extended loads of dirt, sand, gravel, or other aggregate.
2. Attach appropriate bucket attachment per manufacturer's *and/or client specifications*.
3. *Spotter will maintain a clear buffer zone.*

#### Setting Support Post and Skids

1. Before work can commence, properly complete all JSEA's, work permits, safety tailgate meetings, and equipment inspections and Client required forms or questionnaires.
2. Verify equipment placement location is within specification and also that landing area and free of debris and anchor bolts are not damaged and properly placed.
3. Ensure equipment inspections will be completed by qualified personnel
4. Establish the scope of work, and ensure everyone knows their specific job duty.
5. Establish safe work area for forklift taking into consideration swing radius and capacity as well as safe distances from any existing equipment.
6. Using proper lifting devices, qualified rigger will begin to rig up to the support structures.
7. Spotter will maintain safe buffer zone and inform operator when it is safe to begin work.
8. Tag lines will be used to make sure load is stable and to make sure personnel are not in line of fire.
9. Support structures will be lowered closer to ground, and moved into place. When the T-post or skid is close to position and lowered within 6" of ground support personnel will position the structure while making sure all body parts are not in line of fire.
10. Spotter will make sure all personnel are out of line of fire before directing operator to lower support structures into place and secure anchor bolt fasteners.
11. When lift is completed, rigging devices will be removed and stored properly.
12. Forklift will be rigged down and removed from work area.

## 7. JOB RELATED HAZARDS

### - ***Slips, trips, and falls while:***

- Inspecting equipment
- Climbing on/off equipment and trailer
- Uneven surfaces/rocks

### - ***Pinch Points/ Line of Fire/ Suspended loads***

- Miscommunication between operator/signaller and adjacent work crews
- Rigging equipment with bad hand placement
- Not aware of Load Limits and failed rigging
- Improper rigging techniques
- Walking under suspended loads

- Walking in unauthorized buffer zones
- Overhead structures/power lines
- Congested work area
- Rolling trucks or drifting vessels
- Getting caught between load
- Loose objects falling from heights
- Severe injury from bad body placement while load is in air

- ***Environmental Hazards***

- Wildlife
- Fluid leaks from equipment (discharge to land)

- ***Chemical Burns***

- Load not being secure

- ***Fatigue***

- Heat related illness

**8. REQUIRED PPE**

- Hard hat
- Safety Glasses
- Gloves
- Steel Toe Boots / Safety Toe Shoe
- Personal Flotation Device (When 6' from water)- Not relevant for this procedure
- Work Vest (Client Specific)

**9. FORMS/TEMPLATES TO BE USED**

- JSEA
- Equipment Inspection Forms
- Permit Required Forms (if required)
- 12 Question Form
- Any forms required by the client

**10. INTERNAL AND EXTERNAL REFERENCES**

**10.1 Internal References**

**10.2 External References**