



OCCUPATIONAL SAFETY & HEALTH

Safety Standard-019 Transporting Containers with Forklift

I. PURPOSE

To establish a policy to assure maximum operator and passenger safety, thus minimizing the possibility of death, injury, and environmental impact. This standard applies to all employees, contractors, visitors, and vendors of the Coosa Pines Mill.

II. ADMINSTRATIVE DUTIES

The Safety Manager or designee is responsible for oversight of this safety standard. Implementation of this standard and applicable procedures is the responsibility of the site General Manager.

III. RESPONSIBILITIES

All employees, contractors, visitors, and vendors at the Coosa Pines Mill will embrace the requirements of this standard and assure 100% compliance and accept accountability for following the guidelines set out in this standard. Employees, contractors, visitors, and vendors are to notify supervision of any non-conformances regarding this standard and report all hazards and potential hazards immediately.

IV. POLICY

When transporting containers (totes, buckets, 55-gallon drums, etc.) with a forklift, the containers **MUST** be secured to the load backrest with a ratchet strap.

V. PROCEDURE

1. The containers must be secured to the load backrest with a ratchet strap.
2. The ratchet strap must be located near the top of the load and tight enough around the load that it will not slide or fall off during travel. (See pictures.)

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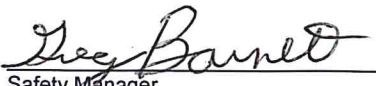

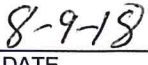
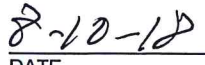
3. The load must be all the way on the forks.
4. Once the load is secure and ready for travel, the load must be tilted all the way back.
5. The forks must then be lowered close to the ground (4 to 8 inches) for safe travel.
6. Ratchet straps are available in Stores.

VII. DOCUMENTATION/RECORDS

1. Documentation
 - a) The Safety Manager will maintain the original standard and any subsequent revisions with the latest version of this standard accessible through the Coosa Portal and the Coosa Contractors Website.
 - b) Supervision is responsible to ensure documentation of review of this standard by all employees, contractors, visitors and vendors who are required to transport containers.
 - c) Area Operations Coordinator to notify Safety Manager of necessary revisions to this standard.
2. Records
 - a) The Safety Manager is responsible for maintaining all applicable records per document control procedures.

VIII. RECORD OF REVISIONS

Revision No.	Date	Description of Revision
0	08/08/2018	Original Issue

ISSUED BY:  Safety Manager Coosa Pines Mill	APPROVED BY:  General Manager Coosa Pines Mill
 DATE	 DATE