



Best Practice Category:

General Work

Document #:

BP091GW

Category the document will be located on the Intranet under Best Practices

BP + Sequential Number = Category

Document Title:

Transporting Loads With Forklifts

Owner:

BU29

Effective

Date:

10/10/2023

Revision #:

1

BUL of Originating Business Unit

Business Unit Designation:

- | | | |
|--|--|---|
| <input type="checkbox"/> BU 01 - Infrastructure | <input type="checkbox"/> BU 02 - BR Civil | <input type="checkbox"/> BU 04 - Houston Civil |
| <input checked="" type="checkbox"/> BU 15 - Deep Foundations | <input type="checkbox"/> BU 23 - Marine | <input checked="" type="checkbox"/> BU 29 - BR Mechanical |
| <input checked="" type="checkbox"/> BU 30 - Houston Mechanical | <input type="checkbox"/> Pipe Fab Facility | <input type="checkbox"/> Form Fab Facility |
| <input type="checkbox"/> Westport Operations | <input type="checkbox"/> Cajun Office Facilities | |

A check next to a Business Unit indicates this best practice is required by that business unit and therefore is a mandatory Standard Operating Procedure (SOP) for that business unit.

PURPOSE:

Cajun has experienced several incidents associated with the moving of material and equipment with forks. In an effort to reduce risk associated with these types of activities, the following guidelines shall be followed. This includes all equipment with forks.

PROCESS:

When required to transport a load utilizing a forklift, the following guidelines must be utilized:

1. Whenever possible, transport the load on a trailer pulled by a jobsite truck. Have the forklift follow the load to the offloading area where it can be safely offloaded.
2. During transport via forklift, all loads must be stable and secure on the forks. All loads must be strapped during transport to the carriage / backrest using an appropriate securement, such as a 2 inch or greater ratchet strap, to restrict shifting or movement unless approved by a Superintendent (Ensure proper strap capacity).
 - a. When unloading a truck/trailer with a forklift, loads should be lowered to the ground and secured before transporting.
3. Equipment such as welding machines, air compressors, large generators and other skid/trailer mounted equipment must have the slots built in for the forks to ensure the load is stable and secure to prevent movement or sliding during transport. This equipment must be strapped during transport to the carriage / backrest using an appropriate securement, such as a 2 inch or greater ratchet strap unless approved by a Superintendent. If such equipment does not have the built in slots for the forks, the equipment being transported must be:
 - a. Lifted from the approved lifting lugs on equipment to be moved and by approved lifting hooks designed by the manufacturer.
 - i. Note: When attempting to attach rigging to equipment with forks the equipment with forks must have a manufactured lifting hook or pad eye to lift from with load chart or an attachment designed specifically for lifting (Never put rigging over forks, or wrap around the mast).
 - b. If outfitted with wheels, it should be attached to a vehicle capable of moving to the desired location.
 - c. Loaded on a trailer, secured properly, and transported to the desired location.
4. Never travel forward with a load that impedes your field of vision while driving without utilizing the appropriate number of Cajun Qualified Spotters. (Other methods can be used, and would be preferred.)
5. Always use the appropriate forklift for the task. (Straight mast forklifts allow the Cajun Qualified Operator a more clear line of sight and full peripheral vision compared to Telehandlers / Extended Boom Forklifts. Utilize the best forklift for the situation.)

6. When traveling forward on main plant roads with a load that is narrower than the lane of travel, and does not obstruct the operator's vision, Cajun Qualified Spotter / Flaggers are required when traffic or obstructions are present.
 - a. Locate at least one spotter on the driver's side of the forklift to maintain visual and verbal contact. If moving a short distance (<500'), provide a walking spotter. If moving longer distance (>500'), a vehicle escort with radio communications. Check the facility / jobsite requirements.
7. When traveling forward on main plant roads with a load wider than the lane you are traveling in, a specific pre-task should be done for this activity and supervision are required to be involved. (Spotter / flaggers and/or escorts are required for this type of activity). Other methods should be considered - See #1.
8. If a situation exists where the operator believes it is necessary to travel in reverse due to a secured load obstructing their forward view they should consult with supervisor to discuss other available options. If none exist the supervisor should ensure a pre-task for this activity has been completed and the appropriate spotters are in place.
9. Use Cajun Qualified Spotters/Flaggers to control the area around the equipment/load. Flagger/Spotters are to ensure personnel are not exposed to struck by hazards, communicate any hazardous conditions to the operator, and stop any actions that have the potential to result in an incident. Identify and utilize the number of spotters needed to control the area properly. The spotters shall be located in clear line of view of the operator, out of the line of fire, and must maintain visual and verbal communication. (Note: Similar activities may require different spotter needs depending the site conditions and potential hazards that may exist)
10. A Cajun Qualified Spotter should always be used when a forklift is within close proximity of another piece of equipment, or is loading/offloading materials. The spotter shall be appropriately positioned so that a clear line of sight is available to the operator and the activity can be safely performed.
11. Practice safe driving by looking forward 2 to 3 seconds ahead of you. (NEVER tailgate or travel close behind other moving vehicles.) Minimize speed while moving material or equipment with a forklift.
12. No texting or talking on the cell phone while operating any piece of equipment.

Cajun Qualified Operators must understand that they are ultimately responsible for the safe operation of their equipment, and be held accountable for their actions while operating. (Additional Training, Written reprimands, time off without pay or terminations for severe events or repeat offenders are all examples of disciplinary measures that may be utilized.)

Approvals			
<u>Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Stephen Chapman	VP / Business Unit Leader – Mechanical	Stephen Chapman	11/9/2021

Revision History				
<u>Rev #</u>	<u>Date</u>	<u>Reason for Changes</u>	<u>Originator</u>	<u>Effective Date</u>
0	11/9/2021	Document Creation	BU29	11/9/2021
1	10/10/2023	RCA - CAPA - Add Deep Foundations and Change to General Work category	Tim Willis	10/10/2023

Note: SOP Requirement

Work must be performed in accordance with the information in this Best Practice. If it is determined, that work cannot be done as required in the document or that it presents additional risk, you must obtain authorization for variance from the Business Unit Sr. Construction Manager and Business Unit Manager of Safety.