By definition, a forklift truck is a mobile power-driven truck (gasoline, propane, electric, etc.) used for hauling, pushing, lifting, or tiering materials where normal work is typically confined within the boundaries of a place of employment.

**Operator Requirements**

As specified in California Code of Regulations, Title 8, Section 3668 [1], all forklift truck operators must complete initial training and be evaluated for operation performance prior to being assigned to operate a forklift truck. Refresher training and performance evaluation is required every three years. Training must be conducted under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence within each department. EH&S provides training resources and materials for departmental forklift training and issues University certification cards upon successful completion. Additionally:

- A valid driver's license is required to operate University owned forklift trucks
- EH&S certification is required to operate University owned forklift trucks
- Seatbelts are required to be used at all times while operating a forklift truck
- Hard hats are required to be worn if employees are exposed to flying or falling objects

**Department Responsibilities**

Departments are responsible for the following:

- Implementing a written departmental forklift truck certification and operations program
- Ensuring all employees required to operate forklift trucks receive initial and refresher training
- Ensuring operator re-training in the event of the following:
  - The operator has been observed to operate the vehicle in an unsafe manner
  - The operator has been involved in an accident or near-miss accident
  - The operator has received an evaluation that reveals that the operator is not operating the truck safely
• The operator is assigned to drive a different type of truck, or
• A condition in the workplace changes in a manner that could affect safe operation of the truck
• Permitting only trained and authorized individuals to operate forklift trucks
• Assuring ignition keys and forklift access are controlled so that only authorized individuals can use the equipment
• Assuring periodic inspections of forklift trucks are completed and documented a minimum of once per shift
• Posting and enforcing forklift truck operating rules as required in California Code of Regulations, Title 8, Sections 3650 [2] and 3664 [3]

Reference

2. California Code of Regulations, Title 8, Section 3381 [5] – Head Protection
3. UC Davis Policy & Procedure Manual, Section 290-86 [6]– Hazardous Operations
4. UC Davis Policy & Procedure Manual, Section 350-32 [7], Miscellaneous Vehicles
5. UC Davis Environmental Health and Safety, Forklift Operators Training [8]

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More information