

BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
EOP 33
Forklift Use and Operation

PURPOSE

The purpose of this Engineering Operating Policy and Procedure (EOP) is to establish policies and procedures for the forklifts in the Bagley College of Engineering and to promulgate guidelines for the management, maintenance and use of the forklifts by entities outside of the College.

REVIEW

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

POLICY/PROCEDURE

This policy applies to all departments, centers, institutes, laboratories and other similar entities within the Bagley College of Engineering. These are referred to as "units" in this policy.

Forklifts within the Bagley College of Engineering are listed on the inventory of and housed within the corresponding units. To ensure proper maintenance of the forklifts, the appropriate supervisor charged as the responsible party will ensure proper forklift maintenance is conducted, verify operator training, and manage the usage of the forklift within the unit and to other organizations. Responsibility for the forklift belonging to the Bagley College of Engineering (hereafter referred to as the College Forklift) is listed on the inventory of the Department of Electrical and Computer Engineering and is assigned to the shop supervisor of the Electrical and Computer Engineering Department or other person designated by the Dean.

Authorized operators of forklifts

The forklifts may only be operated by trained and certified employees of Mississippi State University, including student workers, and will only be used to carry out work required by the University. External agencies and contractors may not use the forklifts. The forklifts may not be used for personal projects.

Other units on the campus may borrow the forklifts with permission of the unit controlling the forklift provided they have a qualified operator who will operate the forklift. Should a qualified operator not be available, a qualified Bagley College of Engineering technician may operate the forklift after they obtain the permission of their immediate supervisor or unit head.

Usage fees

Fees charged for use of a forklift, if any, will be set and collected by the unit in control of the forklift. There will be no fee charged for use of the College Forklift by units within the Bagley College of Engineering.

Training

All forklift operators will obtain training and certification for safe operation of the forklift. Licenses shall be maintained in a current status and copies shall be provided to the appropriate unit supervisor. The unit supervisors will collectively schedule and/or provide acceptable training on a schedule that will allow operators to maintain licenses. The Dean of Engineering will cover the costs of training for Bagley College of Engineering personnel provided it is completed as a group. Those who are not able to obtain training when offered as a group will be required to obtain training at their own unit's expense. The ECE shop supervisor, or other supervisor designated by the Dean, will be the lead supervisor in scheduling periodic training.

Record keeping

The appropriate shop supervisor will be responsible for maintaining records of all forklift operator certifications held by employees within their unit.

Qualified operator

A qualified forklift operator is defined as someone who has completed a formal forklift operators training course within the last two years. The training course must include instruction on the proper operation of the forklift and how to operate the forklift safely. The operator should have a copy of his/her certificate of completion or license on file with the appropriate shop supervisor.

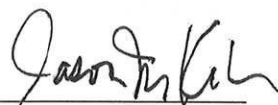
Maintenance

The appropriate supervisor will ensure all required maintenance and safety inspections are completed and up to date. The costs of routine maintenance and safety inspections will be borne by the unit to whose inventory it is assigned. Routine maintenance of the College Forklift will be scheduled by the ECE shop supervisor or other designated supervisor and paid for by the Dean of Engineering.


Damage caused to any forklift by improper operation will be repaired at the expense of the unit using the forklift at the time the damage occurred.

The appropriate unit supervisor will keep records on the maintenance of the forklift owned by that unit and its usage by units internal and external to the Bagley College of Engineering.

APPROVED:



Dean of Engineering



Date

Kirk H. Schulz
Dean of Engineering

November 6, 2006
Date

REVISED:

Sarah A. Rajala
Dean of Engineering

October 4, 2011
Date

REVISED:

Jason M. Keith
Dean of Engineering

June 13, 2017
Date