

Program Subject: Powered Industrial Trucks Safety Policy

1. PURPOSE

- 1.1 To establish safe operating practices for Powered Industrial Trucks (PIT), in accordance with the requirements of OSHA Standard 29 CFR 1910.178.

2. SCOPE

- 2.1 This policy covers operation and maintenance of the following (PIT) and equipment: Trucksters, Fork Lifts, Motorized hand trucks, Tractors, Loaders, and Riding Lawn mowers. (Refer to Fall Protection Policy for further information concerning aerial lifts).

3. RESPONSIBILITIES

3.1 Department of "Risk Management and Safety" (RM&S)

- 3.1.1 Be responsible for ensuring the development and implementation of this policy.
- 3.1.2 Review and update this program as needed.
- 3.1.3 To assist all shops in conducting initial, retesting and refresher training.
- 3.1.4 To keep training and inspection records.

3.2 Supervisors

- 3.2.1 Ensure that employees have completed training as required by this policy and are competent to operate PITs required in the performance of their duties.
- 3.2.2 Remove any unsafe PIT from operation and ensure that needed maintenance is completed to make it safe to operate.
- 3.2.3 Ensure all (PIT) Operators are properly inspecting and safely operating the unit.
 - 3.2.3.1 Assist all new (PIT) Operators for completing a safety checklist log for the specific types of (PIT) that they will be operating.
 - 3.2.3.2 Ensure all (PIT) Operators must visually inspect the vehicle before operation.
- 3.2.4 Observe that (PIT) Operators are being operated safely.

3.3 Employees (PIT Operators)

- 3.3.1 To follow established procedures,
- 3.3.2 Complete training as required.
- 3.3.3 All PIT Operators must be certified through proper training and successful evaluation of skills on the PIT they have been assigned to operate.
- 3.3.4 All (PIT) Operators must visually inspect the vehicle before operation.
- 3.3.5 Conduct daily forklift visually inspections and walk-arounds prior to operation.
 - 3.3.5.1 If new forklift operator uses the first day, then that operator and supervisor are responsible for completing a visual inspection log for the forklift.
- 3.3.6 Report all defects or damage in need of repair to their supervisor, auto mechanic or grounds mechanic; as appropriate.
- 3.3.7 Report all dangerous situations and accident to their supervisor.
- 3.3.8 Report use by unauthorized operators to their supervisor.

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4. PROGRAM COMPONENTS

4.1 General Procedures

- 4.1.1 (PIT) Operator must possess a valid driver's license, be approved to operate campus vehicles and be certified by FM to operate the specific types of PIT that they will be operating.
- 4.1.2 **Attention must be paid while operating a PIT when pedestrians are present "PEDESTRIANS HAVE THE RIGHT OF WAY".**
- 4.1.3 All accidents must be reported in a timely fashion.
- 4.1.4 Only authorized persons (Employees, contractors and other agents who have a recognized role in FM projects or work for which the PIT is being used) shall be permitted to ride in PITs.
- 4.1.5 When parking at jobsites, choose locations that:
 - 4.1.5.1 are consistent with efficient performance of duties.
 - 4.1.5.2 do not interfere unnecessarily with other vehicular or pedestrian traffic.
 - 4.1.5.3 do not cause damage to facilities or grounds.
- 4.1.6 PITs must not be left with motor running near building air intakes.
- 4.1.7 All nameplates and markings shall remain in place and be maintained in a legible condition.

4.2 Inspections – According OSHA 29 CFR 1910.178(q)(7) stated that, the powered industrial trucks be examined at least daily prior to being placed in service. In addition, OSHA does not require that forklift inspections be documented. However, an employer does have the responsibility to determine that all (PITs) are properly inspected.

- 4.2.1 Visual Inspections are "NOT" documented. (See Appendix C and E)
 - 4.2.1.1 The following inspections shall be performed by the (PIT) Operator at least daily prior to use:
 - a. Check under PIT for leaks of fuel, oil or water
 - b. Check equipment for hydraulic leaks
 - c. Check to see that tires have adequate tread and properly inflated
 - d. Check to see if there is apparent damage or unsafe conditions
 - e. Check lights for proper operation
 - 4.2.1.3 Whenever unsafe conditions or damage are noted, report them to your supervisor, the auto mechanic or grounds mechanic, as appropriate:
 - a. If the PIT is unsafe to operate, remove the key from the PIT and place a DANGER DO NOT OPERATE tag on the steering wheel.
 - b. Do not operate until repairs have been made and the PIT has been approved for operation.
- 4.2.2 Inspections should be "**documented**" and performed by a qualified mechanic or technician certified to inspect and maintenance or repair the equipment.
 - 4.2.2.1 All PITs will be scheduled for safety inspection as follows:
 - a. Trucksters, tractors and loaders – annually (See Appendixes A & B)
 - b. Riding Mowers – annually (See Appendixes A and B)
 - c. Fork Lifts and pallet jacks – twice a year (See Appendixes D)

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4.3 Fuel handling and storage

4.3.1 Gasoline/Diesel Powered

4.3.1.1 Fuel tanks shall not be filled while the engine is running.

4.3.1.2 Spills should be avoided if possible, however, if they occur they should be reported to the Risk Management & Safety at 36-3999.

4.3.1.3 No (PIT) should be operated with a leak in the fuel system until it has been properly repaired.

4.3.1.4 Smoking is not permitted in refueling areas.

4.3.2 Propane Powered

4.3.2.3 The valve on the fuel cylinder must be closed when the (PIT) is not in operation and parked overnight.

4.3.2.4 The fuel cylinder must be secured in the brackets when the (PIT) is in operation.

4.3.2.5 Fuel cylinders, empty or full, may not be stored inside the building.

4.3.2.6 Smoking is not permitted in the propane storage area, or while changing cylinders.

4.4 Maintenance

4.4.1 Any (PIT) that is not in safe operating condition shall be removed from service.

4.4.2 All repairs must be made by authorized personnel at locations designated for such repair.

4.4.3 Preventive maintenance shall be performed as recommended by the manufacturer.

4.4.4 Replacement parts installed must be equivalent, as to safety, with those used in the original design.

4.4.5 (PIT) should be kept in a clean condition, free of dirt, debris and excess oil and grease.

4.5 Operating Guidelines

4.5.1 General Requirement

4.5.1.1 All traffic regulations shall be observed.

4.5.1.2 Keep a clear view of the path of travel, always look in the direction of travel.

Note: Be especially cautious when backing up, particularly with attached trailer. If necessary, have a “spotter” outside the vehicle who can see behind your vehicle and provide you with instructions.

4.5.1.3 Avoid running over loose objects on the roadway surface.

4.5.1.4 (PITs) should be operated at a speed that permits them to be brought to a stop in a safe manner.

4.5.1.5 Stunt driving and horseplay is not permitted.

4.5.1.6 Occupants of (PITs) are limited to the number of seats provided for that purpose.

a. Passengers are not permitted to ride on the side or back of a (PIT), on the forks of fork lifts, in the buckets of loaders, in truckster beds, or on pallets or other loads that are being transported.

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- b. All persons shall keep their arms, hands, legs and feet within the cab, overhead guard supports or lift cage/platform always it is in motion.
 - c. Areas between the uprights of the mast on fork lifts, outside the running lines of the lift truck, and any other locations with moving parts must be avoided.
- 4.5.1.7 No person shall be allowed to stand or pass under the elevated portion of any (PIT), whether loaded or empty
- 4.5.1.8 A (PIT) is unattended when the operator is 25 ft. or more away from the vehicle which remains in his/her view, or whenever the operator leaves the vehicle and it is not in his/her view. **When a PIT is left unattended:**
 - a. load engaging means shall be fully lowered and controls shall be neutralized
 - b. power shall be shut off and the brakes set
 - c. wheels shall be blocked if the PIT is parked on an incline
- 4.5.1.9 When the (PIT) operator is dismounted, within 25 feet and in view of the (PIT), the engaging means shall be fully lowered, controls shall be neutralized, and the brakes set to prevent movement.
- 4.5.1.10 Maintain a safe distance from the edge of ramps or platforms while on any elevated dock or platform.
- 4.5.1.11 Whenever a lift truck is equipped with a lifting carriage or platform for lifting personnel, take the following precautions:
 - a. Use safety platform firmly secured to the lifting carriage or platform
 - b. Provide means whereby personnel on the platform can shut off power
 - c. Provide protection from falling objects
- 4.5.2 Specific Requirements for Handling and Moving Loads with a Fork Lift
 - 4.5.2.1 **To Pick Up a Load**
 - a. Only pick up stable and safely arranged loads within the rated capacity of the forklift.
 - b. Adjust long or high (including multiple tiered) loads which may affect capacity.
 - c. Square up on the center of the load and approach it straight with forks in traveling position.
 - d. Stop when the tips of the forks are about a foot away from the load.
 - e. Level the forks and slowly drive forward until the load is resting against the backrest.
 - f. Lift the load high enough to clear whatever is under it.
 - g. Carefully tilt the mast back to stabilize the load.
 - 4.5.2.2 **Driving with a Load**
 - a. Starts and stops should be gradual.
 - b. Observe all traffic regulations and keep forklift under control always.
 - c. Reduce speed and sound horn at cross aisles and other locations where vision is obstructed.

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- d. Pedestrians have the right-of-way. Always be aware of their presence especially in aisles and doorways.
- e. Do not drive forklift up to anyone standing in front of a bench or other fixed object.
- f. Keep a clear view of the path of travel. Always look in the direction of travel.
- g. Always travel with a load tilted slightly back for added stability. Do not lift or lower the load when the forklift is in motion.
- h. Horse play is not permitted.
- i. Avoid running over loose objects on the roadways surface.
- j. Drive in reverse rather than looking around the load if you are unable to see over it.
- k. Travel down inclines in reverse and up inclines going forward. Ascend and descend grades slowly. If the grade is more than 10 percent, drive with load upgrade.

4.5.2.3 Safe Steering

- a. Never make a turn at normal traveling speed, always slow down to maintain balance.
- b. Stay wide when turning into an aisle to help clear the sides and square up with the destination.
- c. Allow enough room for forks to clear the sides before turning, when backing out of an aisle.
- d. When negotiating turns, turn the steering wheel in a smooth sweeping motion. At very low speeds, turn the steering wheel at a moderate, even rate.

4.5.2.4 To Put a Load Down

- a. Square up and stop about a foot away.
- b. Level the forks and then drive the rest of the way in.
- c. Lower the load.
- d. Tilt the forks slightly forward to avoid hooking the load.
- e. Look over both shoulders and back straight out until the forks clear the pallet.

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5 TRAINING

- 5.1 All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience necessary to train operators and evaluate their competence.
- 5.2 (PIT) operators shall receive initial training in elements of this policy which are applicable to safe operation of the truck(s) they will be operating.
- 5.3 The training program consists of:
 - 5.3.1 Instruction
 - 5.3.1.1 FM has a general safety video that is mandatory for all new operators prior to operation of any PIT.
 - 5.3.1.2 Operation manuals and videos are available for many of FM's PITs, these must be reviewed with new operators prior to their operation of the PIT.
 - 5.3.2 Practical training.
 - 5.3.2.1 Demonstration of specific equipment by a trainer with experience operating it.
 - 5.3.2.2 Practical "hands on" exercises and driving performed by the trainee.
- 5.4 Certificates of Completion will be distributed to employees who successfully complete the certification and evaluation programs.
- 5.5 Evaluation of each operator's performance must be conducted at least every three years. Refresher training is required if any of following is true:
 - 5.5.1 The operator is involved in an accident or near-miss incident.
 - 5.5.2 The operator has been observed operating the vehicle in an unsafe manner.
 - 5.5.3 The operator has been determined in an evaluation to need additional training.
 - 5.5.4 There are changes in the workplace that could affect safe operation of the truck.
 - 5.5.5 The operator is assigned to a different type of truck.

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Appendix A. Annually Trucksters Safety & Maintenance Inspection Form

Trucksters #	Make	Model	Hours	Shop	Driver	Loaner Needed?
						YES: <input type="checkbox"/> NO: <input type="checkbox"/>

Comments: (To be filled in by driver prior to inspection to report any malfunctions or concerns)

Inspection Points	Points Inspected	Repairs Completed	Repairs Needed	Mechanic's Comments
1. Brakes:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lights:				
Head Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tail Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brake Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Turn Signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Strobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Windshield Wipers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Exhaust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Steering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Suspension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Body & Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Frame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Fluid levels (Fill & check for leaks)				
Engine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transmission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Coolant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Accessories				
Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Belts and Hoses:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tire Pressure: RF LF RR LR Trucksters require additional repairs as indicated, to be scheduled later. It is safe to Drive? YES: <input type="checkbox"/> NO: <input type="checkbox"/>
12. Battery, Cables & Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Driveline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Tire condition & tread depth:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Lube locks, latches & Hinges:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Automotive Technician:	Date of inspection
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Appendix B. Annually Tractors and Loaders Maintenance Inspection Form

Machine #	Make	Model	Hours	Shop	Driver		
Comments: (To be filled in by driver prior to inspection to report any malfunctions or concerns)							
Inspection Points	Points Inspected	Repairs Completed	Repairs Needed	Mechanic's Comments			
COOLING SYSTEM							
Check the coolant levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Check for leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
FUEL SYSTEM							
Check for leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Drain water & sediment from the fuel tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
ELECTRICAL SYSTEM							
Check battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Check operation of starter, & alternator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Check operation of all lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
LUBRICATION							
Lubricate all pivot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
ENGINE							
Check condition of drive belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Check engine oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Check engine speed at idle & at full throttle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Service air cleaner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
HYDRAULIC SYSTEM							
Check the oil level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Check the pressure setting of the main relief valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Replace the hydraulic oil filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
LIGHTS							
Head Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tire Pressure: RF LF RR LR			
Tail Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Brake Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Turn Signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Strobe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
ACCESSORIES							
Horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment requires additional repairs as indicated, to be scheduled later. It is safe to Drive? YES: <input type="checkbox"/> NO: <input type="checkbox"/>			
Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
OTHERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Automotive Technician				Date of Inspection			

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Appendix C. Forklift & Pallet Jack Operator's Daily Visual Inspection
(New Certified Forklift Operator needs to complete this Form)

Operator's Daily Checklist Guide	Truck No.:									Date:					
Visual Checks	Day 1			Day 2			Day 3			Day 4			Day 5		
	NA	OK	NR	NA	OK	NR	NA	OK	NR	NA	OK	NR	NA	OK	NR
Fluid levels-Oil, Radiator, Hydraulic															
Leaks-Hydraulic, Oil, Battery, Fuel, Propane															
Tires-Condition and Pressure															
Forks - no cracks and work properly															
Load back rest Extension-solid attachment															
Hydraulic hoses, Mast chains & Stops															
Safety Warnings - attached and legible															
Operator manual - located on truck & legible															
Operational Checks															
Seat belt - if it is there, use it															
Brake - brings machine to a complete stop															
Steering - responsive, minimal free play															
Drive Control - Forward and Reverse															
Tilt Control - Forward and Back															
Hoist and Lowering Control															
Back-up Alarm and Light															
Horn - working properly															
Not Applicable: NA			Okay: OK						Needs Repair: NR						

Certified Forklift Operator: Complete *Visual Inspection* by using this checklist guide before start of each day. New certified Forklift Operator who is new to the workplace, needs to complete this checklist guide with immediate supervisor and return it a copy to the Risk Management & Safety Specialist Senior. **Supervisor** needs to ensure a new forklift operator who operates the first day is completed visual inspection form to make sure the operator is confidence and continually performing his/her pre-use inspections.

Explanation of problems marked above:

Tagged out of Service: YES NO

Inspected by: _____ Date: _____



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Appendix D. Semi-Annual Forklift and Pallet Jack Inspection Form

Inspector:	Forklift/Pallet Jack No.:	Date:		
Hour Meter Reading				
ITEM INSPECTED		NA	OK	MN
FORKS: correctly positioned, not damaged, cracked & bent or worn				
CARRIAGE PLATE: no damage or distortion, sitting square to the mast and lubricated				
MAST: no damage, distortion or cracks, slides intact and secure				
BACK REST EXTENSION / LOAD GUARD: in good condition, secure with no distortion or cracks				
LIFT CHAINS: not damaged worn or stretched, no broken links or rust, and all pins in place				
TYRES: no damage, excessive dirt or wear, rust, cracks, splits or separation of tyres and rims				
GAS OR DIESEL: engine oil, fuel and radiator water level correct, gas bottle secured, no rust, and corrosion				
ELECTRIC: Electrolyte level, battery plug and connections correct. No exposed wires and battery brackets secure				
HYDRAULIC: no damage or fluid leaks, no splits in hoses, no leaks around fittings				
IDENTIFICATION / RATING PLATE: intact, clean and legible				
LIGHTS, WINDSCREEN AND MIRRORS: clean and undamaged				
SEAT: good condition, secure and adjusted correctly				
SAFETY BELT: accessible, in good condition and working correctly				
IGNITION & ELECTRICAL SYSTEM: working correctly; all gauges and instruments visible and working				
REVERSING ALARM & HORN: working correctly and audible				
HYDRAULIC CONTROLS: working smoothly and correctly				
BRAKES (FOOT & PARKING): working correctly				
CLUTCH & GEARSHIFT: working smoothly and correctly				
STEERING: working correctly with no excessive play				
EXHAUST: No excessive smoke, sparks or flames				
Not Applicable: NA		Okay: OK		Maintenance Needed: MN

Supervisor: It is your responsibility to assign someone to perform and document the semi-annual inspection. When completing the semi-annual inspection form, send a copy to the Risk Management & Safety Specialist Senior. Check "OK" if the items are in good condition/operation or check the "Maintenance Needed" if the item is not in proper order. If the Forklift and Pallet Jack is found to be unsafe, the condition must be reported immediately to the supervisor and repaired.

Explanation of problems marked above:



Tagged out of Service: Yes No

Inspected by: _____ Date: _____

Supervisor's Signature: _____ Date: _____



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Appendix E. Tractor, Truck, and Loader Operator's Daily Visual Inspection
(New PIT Operator needs to complete this Form)

Operator's Daily Checklist Guide:	Truck No.:						Date:					
Visual Checks	Date:			Date:			Date:			Date:		
	Initial:			Initial:			Initial:			Initial:		
	NA	OK	NR	NA	OK	NR	NA	OK	NR	NA	OK	NR
CRANKCASE OIL: is it clean and full?												
AIR CLEANER: is it in place, clean, and good condition?												
BATTERY: is the fluid level correct and are terminals clean?												
RADIATOR: is coolant level correct; no leaks, cap fits properly?												
IGNITION WIRING: is it clean with no breaks in insulation?												
STEERING: are connections tight?												
GREASE FITTINGS: are they clean, operable, and lubricated?												
WHEEL BOLTS: are they tight and not broken?												
TIRES: are they in good condition and air pressure correct?												
SAFETY GUARDS: are they in place and in good condition?												
HITCH: are pins and bolts in place?												
HANDRAILS & STEPS: are they clean & in good condition?												
BRAKE PEDAL: is it working properly & in good condition?												
FUEL SUPPLY: is the tank full and the filler cap tightened?												
GAUGES AND INSTRUMENTS: are they in working order?												
SEAT AND SEAT BELTS: are they in good condition?												
FIRE EXTINGUISHER: is it charged and easily accessible?												
Not Applicable: NA	Okay: OK						Needs Repair: NR					

Operator: Complete *Visual Inspection* by using this checklist guide before start of each day. New Operator who is new to the workplace, needs to complete this checklist guide with immediate supervisor and return it a copy to the Risk Management & Safety Specialist Senior. **Supervisor** needs to ensure a new operator who operates the first day is completed this visual inspection form to make sure the operator is confidence and continually performing his/her pre-use inspections.

Explanation of problems marked above:



Tagged out of Service: YES NO

Inspected by: _____ Date: _____

