

POWERED INDUSTRIAL TRUCK (PIT) SAFETY

OVERVIEW

The Powered Industrial Trucks Program serves to provide guidance to management and employees working for the City of Mebane. It is the intent of this document to meet any local, state or federal mandates including those required pursuant to the regulations outlined under Occupational Health and Safety Administration's (OSHA) 29 Code of Federal Regulation 1910 and 1926. The City of Mebane Safety Committee Chair, or their designee, shall investigate any accident that occurs within the jurisdictional limits for city.

PURPOSE

The Powered Industrial Trucks program is created to provide guidance and expectation for employees and visitors of the City of Mebane. The programs shall be reviewed at least annually, and, based on the ever changing work and natural growth of the City of Mebane so shall these documents be modified to reflect such growth and change. The city manager or their designee shall have responsibility for managing changes to the safety program.

RESPONSIBILITY

It is the responsibility of every employee to not only read, but also *understand* the information on these pages. Each employee of the City of Mebane should consider it a personal responsibility to engage in daily activity that is safe and consistent with these programs.

City of Mebane management has the expectation of each employee to understand their right to ask questions and seek more information if a program or task is not clear or well understood. If an employee has questions regarding the safety and health programs they should contact their supervisor for clarification.

The programs contained herein shall serve as a minimum guideline for entities coming on to City of Mebane property for the purposes of conducting business. Prior to conducting any project the entity shall establish compliance with the guidance set forth in this document.

Safety of employees, vendors, contractors and the public, city equipment and property will be considered the priority on any task and in no case shall it be compromised.

POWERED INDUSTRIAL TRUCKS (PIT)

Definition of Powered Industrial Truck: For purposes of this policy, a powered industrial truck means fork trucks, tractors (not including farm vehicles), platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

Employee Responsibilities (Employees have the following basic responsibilities)

- Only trained and certified employees will operate powered industrial trucks.
- Employees will only operate the PITs for which they are certified.
- Employees will operate PITs in a safe manner.

Employee Responsibilities (The supervisor's primary responsibilities)

- Ensuring all PIT operators are trained and certified.
- Observing that PITs are operated safely.
- Conducting accident investigations.

Safe Operating Procedures

The following safe operating procedures (SOPs) will be followed for all powered industrial trucks:

- Only trained and certified employees will operate PITs
- Operators will only operate those PITs for which they are certified
- City of Mebane employees may not make any modifications or additions to the PIT that affects the capacity and safe operation of the truck without the manufacturer's prior written approval
- All name plates and markings shall be maintained in good shape and be easily readable
- The operator will perform daily pre- and post-trip inspections
- Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair or have the PIT taken "Out of Service"
- Operators will follow the proper recharging or refueling safety procedures.
- Lift capacity will be marked on all PITs. Operator will assure the load does not exceed rated weight limits.
- When unattended, PITs will be turned off, forks lowered to the ground and the parking brake applied.
- All PITs (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher. C)
- Operators will report all accidents to their supervisor. The supervisor will conduct an accident investigation
- When loading rail cars and trailers, dock plates will be used. Operators will assure dock plates are in good condition and will store on edge when not in use.
- Rail cars and trailers will be parked squarely to the loading area and have wheels chocked in place.

Operating Rules

The following operating rules will be observed in all areas where PITs are used:

- If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- Arms or legs shall not be placed between the uprights of the mast or outside the running lines of the truck.

- When a PIT is left unattended, load-engaging means shall be fully lowered, controls placed in neutral, power shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks shall not be used for opening or closing freight doors.
- There shall be sufficient headroom under overhead installations such as lights, pipes, and sprinkler systems.
- An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, or bagged material, but not to withstand the impact of a falling capacity load.
- A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- Trucks shall not be parked so as to block fire aisles, access to stairways, or fire equipment.

Traveling Rules:

The following traveling rules will be adhered to when operating PITs:

- Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
- Drivers will slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver will travel with the load trailing.
- Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
- Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Drivers will slow down for wet and slippery floors.
- Running over loose objects on the roadway surface shall be avoided.

Loading

The following rules will be observed when loading PITs:

- Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads that cannot be centered.
- Only loads within the rated capacity of the truck shall be handled.

Fueling

The following general rules will be observed when fueling PITs:

- Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
- Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- No truck shall be operated with a leak in the fuel system until the leak has been corrected.
- Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

Changing and Charging Batteries

The following SOPs will be followed when changing or charging batteries:

- Battery charging installations shall be located in areas designated for that purpose. Each of these areas will be provided with a means for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
- An eyewash station must in areas where batteries are maintained.
- A conveyor, overhead hoist, or equivalent material handling equipment shall be provided for handling batteries.
- Reinstalled batteries shall be properly positioned and secured in the truck.
- A carboy tilter or siphon shall be provided for handling electrolyte. When charging batteries, acid shall be poured into water; water shall not be poured into acid.
- Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
- Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.
- Smoking is prohibited in the charging area.
- Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
- Tools and other metallic objects shall be kept away from the top of uncovered batteries.

Maintenance

All repairs shall be made by authorized personnel.

- Repairs to the fuel and ignition systems of industrial trucks that involve fire hazards shall be conducted only in locations designated for such repairs.
- Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- All parts of any industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
- Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the

manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer, or by the elimination of any parts.

- Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle.
- When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle shall be removed from service and not returned to service until the cause has been eliminated.
- Industrial trucks shall be kept in a clean condition, free of lint, excess oil, and grease.

OPERATOR QUALIFICATIONS

Physical Qualifications

Powered industrial truck (PIT) operators shall inform their supervisor if they have any physical condition that may impair their ability to operate the PIT. These conditions include:

- Adverse vision problems that cannot be corrected by glasses or contacts;
- Adverse hearing loss that cannot be corrected with hearing aids;
- Physical impairments that would impair safe operation of the PIT;
- Neurological disorders that affect balance or consciousness;
- Medication that affects perception, vision, or physical abilities;

Note that the operator does not have to inform the supervisor of specific details regarding their condition, only that their ability to operate the PIT may be impaired.

If the employee has any of the above conditions, the supervisor must inform Human Resources.

Training Requirements

Training consists of a combination of formal instruction, practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in handling the PIT.

Skills Evaluation

Each operator shall demonstrate to the trainer their ability to handle the type(s) of powered industrial trucks they will be required to operate. This evaluation will include the following exercises, as necessary, for the site:

- Operating the PIT on a flat, even surface. This will include moving forward, in reverse, and turning
- Operating the PIT on an uneven and/or rough (e.g. gravel) surface. This will include moving forward, in reverse, and turning
- Moving up and down ramps
- Loading onto truck trailers and railcars
- Stacking and unstacking loads

- Any other specific situations the trainer feels are appropriate

TRAINING

Initial Training

Powered industrial truck operators shall receive initial training in the following topics:

Truck-related topics

- Operating instructions, warnings, and precautions for the types of truck the employee will be authorized to operate
- Differences between the truck and the automobile
- Truck controls and instrumentation: where they are located, what they do, and how they work
- Engine or motor operation
- Steering and maneuvering
- Visibility (including restrictions due to loading)
- Fork and attachment adaptation, operation, and use limitations
- Vehicle capacity
- Vehicle stability
- Any vehicle inspection and maintenance that the operator will be required to perform
- Refueling and/or charging and recharging of batteries
- Operating limitations and utilizing attachments correctly
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Worksite-related topics

- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking, and unstacking
- Pedestrian traffic in areas where the vehicle will be operated
- Narrow aisles and other restricted places where the vehicle will be operated
- Hazardous (classified) locations where the vehicle will be operated
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust
- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Refresher Training

Refresher training, including an evaluation of the effectiveness of that training, will be conducted to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. This refresher training will include an evaluation and will be conducted of each powered industrial truck operator's performance.

Refresher training in relevant topics will also be provided to the operator when:

- The operator has been observed to operate the vehicle in an unsafe manner;
- The operator has been involved in an accident or near-miss incident;
- The operator is assigned to drive a different type of truck;
- A condition in the workplace changes in a manner that could affect safe operation of the truck.

Refresher training should be set up by the supervisor, or their designee, and may be conducted in person or by virtual/web-based training. The supervisor is responsible for speaking with the employee about their performance.

Documentation of Training

Documentation will be maintained for each operator who successfully completes the training to indicate that they have been trained and their skills have been evaluated. The documentation will include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

Policy Review and Critique Form

Review by:

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Date:

1 / 28 / 2015

Type of review:

Annual: X Post-Emergency:

Problems leading to review:

Problems noted during review:

Action to be taken:

Powered Industrial Truck (PIT) Operator's Daily Checklist

DATE _____

AM OPERATOR: _____	AM INSPECTION		PM INSPECTION	
PM OPERATOR: _____	PASS	FAIL	PASS	FAIL

DATA PLATES					
LEAKS					
STRUCTURAL CAGE					
OVERHEAD GUARD					
FORKS					
BELTS					
BATTERY INSTALLATION					
BATTERY CHARGE					
BATTERY CONNECTIONS					
ENGINE OIL					
TIRES					
HORN					
LIGHTS					
STEERING					
CLUTCH - SEE THAT TRANSMISSION DISENGAGED					
BRAKE (No more than a 1/2" of travel)					
HYDRAULIC SYSTEM LIFT					
TILT					
GAUGES					
PROPANE LEVEL					
PROPANE LEAKS?					
PROPANE GAUGE					
BATTERY CHECK DISCHARGE INDICATOR					
BATTERY LOAD INDICATOR					
ATTACHMENTS					
SECURELY ATTACHED TO FORKLIFT (Pallet Weight)					

