

Your Company Name

POLICY: **Fork Truck Policy (Powered Industrial Truck)**

PURPOSE: This program has been designed to provide procedures for powered industrial truck operation at **YOUR COMPANY'S NAME** with the goal of protecting against potential injury, death, property damage and meeting requirements set forth in 29CFR 1910.178.

NOTE: The term Powered Industrial Truck (P.I.T.) shall be used throughout this policy to refer to fork trucks and lift trucks, regardless of fuel source or type. A list of the P.I.T.'s at **YOUR COMPANY'S NAME** is shown on Attachment A.

NOTE: Appendix B. provides the list of names for individuals performing specific functions in this policy.

BASIC RULES:

1. Before operating a Powered Industrial Truck at each shift, the Driver/Operator Daily Checklist (attached) must be completed. The key must be removed before checking battery, radiator and motor oil. If safety deficiencies are found one of the following must be notified: **Fill in your company's responsible people.**
 - a. Employees shall not attempt to make adjustments or repairs themselves.
 - b. Completed Driver/Operator Daily Checklist forms must be submitted to the **Fill in your company's responsible people** on a weekly basis.
2. P.I.T.'s shall not be driven up to anyone standing in front of a bench or other fixed object.
3. Be observant of low doorways, machinery or other obstacles when raising the forks.
4. No riders shall be on the P.I.T. except the operator.
5. No horseplay.
6. Never put your head, hands or feet under the forks for any reason. No one is permitted to walk, stand or sit under the elevated portion of any P.I.T., whether loaded or empty.
7. Arms and legs must not be placed between the uprights of the mast.
8. When leaving a P.I.T. unattended the operator shall ensure the: (unattended means when an operator is 25 feet or more away from the truck but the truck is still in view or when less than 25 feet away but the truck is out of view).
 - a. Forks are lowered so they are flat on the ground.
 - b. Controls are neutralized.
 - c. Power is shut off.
 - d. The parking brake is set.
 - e. Wheels are chocked if the P.I.T. is parked on an incline.
 - f. Propane tanks are shut off.

9. When the operator is dismounted but within 25 feet and in view of the P.I.T. the operator shall:
 - a. Lower the forks so they are flat on the ground
 - b. Have the controls in neutral
 - c. Have the parking brake set
10. P. I. T.'s shall not be used for opening or closing freight doors.
11. A safe distance (at least two tire widths) shall be maintained from the edge of ramps, platforms, loading docks or other elevated surfaces.
12. A P.I.T. shall not be used as a personal lift.
13. Movable or replaceable forks must be firmly in place by means of a proper securing pin.
14. Threaded bolts or other improvised securing methods are prohibited.
15. Never use improvised attachments. Use only those that are provided or approved by the manufacturer and those that are ANSI certified. Be certain that all attachments are properly secured. If an attachment is required written permission must be obtained from the P.I.T. manufacturer prior to use. Any P.I.T. approved for attachments must have their nameplates changed accordingly.
16. Return P.I.T.'s to their assigned storage areas after use.
17. When turning an LPG tank on, the knob shall be turned all the way open and then turned back toward "off" ¼ (one quarter turn).

SPECIFIC RULES FOR RAYMOND SWING REACH *(delete and modify to fit your facility)*

The majority of the general rules listed in this policy apply to the Swing Reach trucks as well as classic fork trucks. Rules specific to the Swing Reach are:

1. Always fasten the operator-restraining device (fall protection) and secure guardrails in place.
2. Inspect the fall protection device as part of the Driver/Operator Daily Checklist.
3. These machines are designed only for level floor operation, do not use on inclines.

TRAVELING RULES:

1. Under all travel conditions, the P.I.T. shall be operated at a speed that will permit it to be brought to a stop in a safe manner. A safe distance shall be maintained, approximately three truck lengths, from the P.I.T. ahead, and the P.I.T. shall be kept under control at all times. All traffic regulations shall be observed.
2. While negotiating turns, speed shall be reduced to a safe level.

3. Always wear seatbelts.
4. Never travel with the forks raised any higher than necessary. Raise the load just high enough to clear all floor obstructions. (Recommended height is 4" above the traveling surface.)
5. Never raise or lower the forks while traveling.
6. Make sure the path is clear, free of people and objects, before moving P.I.T. Be sure to check clearances in all directions, especially overhead clearances.
7. Do not overtake other powered industrial trucks moving in the same direction.
8. Slow down and sound the horn at cross aisles and other locations where vision is obstructed. **YOUR COMPANY'S NAME** locations:
 - a. **Add your junction locations here**
9. If the load being carried obstructs forward view, travel with the load trailing or have a spotter guide the operator.
10. Look in the direction of travel and keep a clear view.
11. Pedestrians always have the right of way, however, they shall make every attempt to stay out of the path of P.I.T. travel. Eye contact shall be made to ensure that clear communications have been established.
12. When traveling on grades:
 - a. Ascend or descend slowly.
 - b. In excess of 10 degrees (1-1/4" rise for every foot traveled), loaded P.I.T.'s shall be driven with the load upgrade.
 - c. Unloaded lift trucks shall be operated with the forks downgrade.
 - d. The load and forks shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
13. Slow down for wet and slippery floors.
14. Do not run over loose objects on the roadway surface.
15. Never drive a P.I.T. with your legs or any other part of your body outside of the running lines of the truck. Do not place your hand on the upright support to the overhead guard when backing up.
16. Always come to a complete stop before reversing direction of travel. Operator injury or load damage could be the result of reversing direction while moving.
17. When traveling, loads shall be tilted back until they rest securely on the mast.
18. When traveling with attachments, the P.I.T. shall be driven as if it were partially loaded.

LOADING RULES:

1. Always drive the P.I.T. slowly towards the load to be picked up.
2. Only stable, safely arranged loads shall be handled. To maintain proper balance, loads shall be centered and the forks opened to the outside edge of the load. Caution shall be exercised when handling off - center loads, which cannot be centered. Loads should be firmly fastened where appropriate.
3. Only loads within the rated capacity of the P.I.T. shall be handled. If the load lifting capacity of the P.I.T will be exceeded, other arrangements must be made for the lift (i.e. a larger P. I. T.)
4. Extreme care shall be taken to balance long, high or multi-tiered loads, which may affect P.I.T. capacity, and caution shall be used when tilting the load forward or backward.
5. When stacking or tiering, only enough backward tilt to stabilize the load shall be used. Forks must be placed under the load as far as possible and the mast carefully tilted backward to stabilize the load before the vertical lift takes place.
6. Tilting the forks downward while they are elevated is prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack.
7. Before loading or unloading a trailer, it is the P.I.T. operator's responsibility to communicate with the truck driver and ensure:
 - a. The brakes on the trailer truck are set.
 - b. The wheels on the trailer are chocked.
 - c. Fixed jacks are used to support a semi-trailer if it is not coupled to a tractor.
 - d. The flooring of the trailer is inspected for breaks and weaknesses before driving a P.I.T. into it.
 - e. Dock board is properly secured (device used for spanning the gap between the trailer and loading platform).
 - f. The truck driver does not remain seated in the cab of the truck.
8. Truck drivers who are not **YOUR COMPANY'S NAME** employees are not authorized to use **YOUR COMPANY'S NAME P.I.T. 's** to unload their trucks.

FUELING RULES:

1. When changing LPG tanks, always wear gloves and never smoke or engage in any activity which may create sparks. Place empty tanks in the LPG gas storage cage near the refill location.
2. No **YOUR COMPANY'S NAME** P.I.T. requires gasoline. Therefore, gasoline-refueling rules have not been included in this policy. **IF YOUR COMPANY HAS GASOLINE FUELED PIT'S THEN INCLUDE THE RULES FOR GASOLINE.**
3. No P.I.T. shall be operated with a leak in the fuel system.

4. Open flames shall not be used for checking the electrolyte level in batteries.
5. Battery fluid levels shall be checked only by employees wearing face shields and in areas equipped with an eye wash station.
6. The parking brake shall be applied before attempting to change or charge batteries.
7. Tools and other metallic objects shall be kept away from uncovered batteries.
8. When charging batteries, acid shall be poured into water. Water must never be poured into acid.

DESIGNATED LOCATIONS:

We at **YOUR COMPANY'S NAME** have reviewed our work spaces and have none of the hazardous conditions that require specialized PIT's as specified in 1910.178 (c)(2)(i).

IDENTIFICATION OF HAZARDOUS LOCATIONS OR CONDITIONS:

The locations at this facility where extra caution must be used are:

- a. **List the locations for your company**

Ongoing facility evaluations shall occur whenever circumstances require such action to be taken. (For example, when a new machine has been placed in an area where P.I.T.'s maneuver.)

RESPONSIBILITIES:

ADMINISTRATOR OF PIT PROGRAM – ENTER NAME HERE:

1. Evaluation of overall P.I.T. program, including the physical condition of the P.I.T.'s and their attachments
2. Training
3. Surveillance of P.I.T. use
4. Identification of **YOUR COMPANY'S NAME** specific hazardous conditions
5. When feasible, correct **YOUR COMPANY'S NAME** specific hazardous conditions. If a correction is not possible ensure that the condition is included in **YOUR COMPANY'S NAME** P.I.T. training.

PERHAPS ANOTHER PERSON ex. LEAD PERSON:

1. Assist in training new employees as operators
2. Evaluate abilities of new employees trained as operators at locations other than at **YOUR COMPANY'S NAME**.
3. Review **YOUR COMPANY'S NAME** specific P.I.T hazards with new employees that will become authorized P.I.T. operators.
4. Review operator/supervisor P.I.T. safety concerns with the Administrator of the PIT Program.

Fork Truck Mechanic and Name:

1. Schedule yearly preventative maintenance.
2. Conduct or arrange for necessary unscheduled maintenance.
3. Maintain service records including:
 - a. Service request indicating repairs needed
 - b. What corrective action was taken
 - c. Any replacement parts used
 - d. Lockout information
4. Inspect all P.I.T.'s quarterly for routine maintenance issues using the Driver/Operator Daily Checklist.
5. Assist with operator training.
6. Ensure that all appropriate nameplates are in place and markings are legible and accurate.
7. Ensure that modifications are not made to P.I.T's without the manufacturer's prior written approval.

Operators:

1. Inspect P.I.T.'s prior to use using the Driver/Operator Daily Checklist
2. Abide by the rules outlined in this Policy.
3. Bring safety concerns to the attention of one of the following the:

EVALUATION OF OVERALL P.I.T. PROGRAM

Evaluation of the overall Powered Industrial Truck Program will be the responsibility of the Administrator of the PIT Program, **other titles perhaps - Lead Person, Facilities Supervisor, and the Fork Lift Mechanic.** The program evaluation will:

- Examine the effectiveness of operator training and the operators' current ability levels.
- Help to define any weaknesses in the program and identify methods to correct them.
- Occur annually, or whenever an occurrence dictates an evaluation (i.e. accidents, near hits, employee complaints, etc.).
- Review of the written P.I.T. Policy on a yearly basis.

Furthermore, the CEO and the Human Resource Administrator will review and sign the program annually.

TRAINING

Only trained and authorized personnel are permitted to operate P.I.T.'s at **YOUR COMPANY'S NAME.**

As indicated in VOSHA 1910.178 (l) the initial training shall include: formal instruction, practical training and an evaluation. Topics in the formal training include those in 1910.178 (l). Practical training will include demonstrations by the trainer and practical exercises by the trainee. Upon completion of the formal training program and the practical training the trainee will be evaluated operating the lift/s he/she is expected to operate. Employees who are trained as

operators will be issued a pocket card indicating which P.I.T.'s they are authorized to drive. In addition certificates will be issued, and recertification will take place every 3 years.

Certificates of course completion will be filed in the employee's safety training file in the human resource office.

Additional retraining of designated operators shall be provided when:

- new P.I.T.'s are obtained,
- new hazards are introduced,
- an evaluation shows the current program to be ineffective,
- an operator is seen driving in an unsafe manner,
- an operator evaluation reveals the operator is not driving in a safe manner
- an operator is involved in an accident or near accident

The ADMINISTRATOR OF THE PIT PROGRAM, **OTHER NAMES – PERHAPS (your call) THE Production Lead Person and Fork Truck Mechanic** will evaluate the abilities of any employee who has been certified within the past two years but prior to employment at **YOUR COMPANY'S NAME**. Certifications are not automatically transferable from one employer to another.

All training shall be documented and records maintained in accordance with **Human Resources Policy**. Certification indicating that operators have been trained and evaluated shall include: name of the operator, date of training, date of evaluation and the identity of the person(s) conducting the training/evaluation.

SURVEILLANCE OF FORK TRUCK USE

The ADMINISTRATOR OF THE PIT PROGRAM, as well as **OTHER PEOPLE – PERHAPS Production Lead Person and all department managers**, will monitor P.I.T. operators for safe operation and practices. They will ensure that the employee operates the P.I.T. in a safe and efficient manner, so as not to cause bodily injury or property damage. In addition, the **ADMINISTRATOR OF THE PIT PROGRAM AND the department managers** shall provide for additional training and/or take appropriate disciplinary action concerning any operator who has violated any of the rules established in this policy.

ROUTINE MAINTENANCE:

FILL IN THE BLANK will oversee all routine maintenance of **YOUR COMPANY'S NAME** P.I.T.'s. **YOUR COMPANY'S NAME** will contact the manufacturer or other authorized repair service to perform maintenance beyond the scope of the Fork Lift Mechanics ability.

If at any time, a powered industrial truck is thought to be in need of repair, defective, or in any way unsafe, the deficiencies shall be brought to the attention of the **FILL IN THE BLANK**. If appropriate, the P.I.T. shall be taken out of service until it has been restored to safe operating condition.

OUTSIDE CONTRACTORS:

Outside contractors shall not be permitted to operate **YOUR COMPANY'S NAME** P.I.T.'s without prior permission from the **ADMINISTRATOR OF THE PIT PROGRAM** or _____.

Department managers must notify the **ADMINISTRATOR OF THE PIT PROGRAM** of any outside contractor who will be involved in the operation of P.I.T.'s at **YOUR COMPANY'S NAME** prior to their arrival.

Outside contractors who are involved in the operation of P.I.T.'s will adhere to the safety rules contained in this policy and provide written proof of operator training to the **ADMINISTRATOR OF THE P.I.T PROGRAM**. Performance evaluation shall be conducted by any of the following:

LIST YOUR EMPLOYEES AUTHORIZED TO PERFORM EVALUATIONS HERE

____Name____

____Name____

PRESIDENTS SIGNATURE: _____

ADMINISTRATOR OF P.I.T PROGRAM: _____

Other names as appropriate for your facility _____

Effective Date: _____ Review Date: _____

Appendix A.

YOUR COMPANY'S NAME
Industries Lift Trucks

Lift Number	Make	Year	Type	Power	Mod. #	Ser. #	Capacity	<u>Manual Available?</u>	<u>Data Plate/ Label Attached?</u>

Appendix B.

Responsible individuals referred to in this policy:

Administrator of PIT Program
Fork Truck Mechanic
Lead Person

Person Doe
Fred MacKanick
Lucky Leadperson

ETC.

YOUR COMPANY'S NAME
Powered Industrial Trucks
Driver/Operator Daily Checklist

Types: Swing Reach, Reach, Sit Down Rider, Pallet Jack, Walk Behind
 Powered By: LPG, Electric (Battery)

Week of: _____ Truck Number (letter) _____

This form is designed to cover all powered industrial trucks. If any part does not apply to the P.I.T you are inspecting, fill in the space with N/A.

NOTE: Remove key before checking battery, radiator and motor oil.

		<u>Meter Reading</u>	<u>Inspected by</u>			<u>Meter Reading</u>	<u>Inspected by</u>
<u>First Shift</u>	Monday	_____	_____	<u>Second Shift</u>	Monday	_____	_____
	Tuesday	_____	_____		Tuesday	_____	_____
	Wednesday	_____	_____		Wednesday	_____	_____
	Thursday	_____	_____		Thursday	_____	_____
	Friday	_____	_____		Friday	_____	_____
	Saturday	_____	_____		Saturday	_____	_____
	Sunday	_____	_____		Sunday	_____	_____

Mark boxes accordingly - OK = Okay NR = Needs attention or repairs NA = Not applicable

	M	M	T	T	W	W	R	R	F	F	S	S	S	S		M	M	T	T	W	W	R	R	F	F	S	S	S	S
Engine oil level															Horn														
Radiator water level															Steering														
Tire Condition															Service brake														
Obvious leaks															Hydraulic Controls														
Obvious damage															Battery Fluid level														
Head lights															Battery disconnect														
Tail lights															Walk behind														
Warning light/beacon															Bumper safety stop switch														
Hour meter															High low speed switch														
Other gauges															Reach lifts														
Seat belts (good condition and hold)															Fall protection (present and in good condition)														

If safety deficiencies are found, bring them to the attention of: _____ Your company's responsible people. _____

Comments: _____