

POWERED INDUSTRIAL TRUCK PROGRAM

POLICY

Whitworth University has implemented the following powered industrial truck (PIT) program to establish procedures for the safe operation of PITs and to reduce injuries, fatalities and property loss. All employees assigned to operate forklifts and other PITs must be trained according to the requirements set forth in this program. Employees who have not received training and successfully completed an evaluation may not operate forklifts or other PITs.

RESPONSIBILITIES

Supervisors: Supervisors are responsible for ensuring that PIT operators receive training prior to operating forklifts or other PITs for the university. Supervisors are also responsible for preventing unauthorized personnel from operating PITs, ensuring that trained personnel operate PITs in a safe manner at all times, and notifying the Safety Manager if an accident or incident occurs involving a PIT.

Safety Manager: The Safety Manager is responsible for overseeing the PIT program. This includes but is not limited to: arranging for operators to receive formal training, observing newly trained operators to ensure safe operations, and ensuring proper documentation.

Operators: PIT operators are responsible for operating all PITs in a safe manner consistent with safe rules of operation, inspecting PITs at the beginning of each work shift and completing the appropriate inspections forms, and reporting all equipment malfunctions and/or maintenance needs to their supervisor immediately. This includes tagging out the PIT to inform other operators it is unsafe to use until repaired.

PROCEDURES AND REQUIREMENTS

1. Inspections and Maintenance

- PITs must be kept in clean condition, free of dirt, excess oil and grease.
- PITs must be inspected before each shift by using the inspection log located on the piece of equipment.
- Remove any PIT from service that is not in safe operating condition and do not place it back into service until all necessary repairs have been made.
- Maintenance on PITs will be conducted by Whitworth's Mechanic or by trained third party technicians.
- All PITs powered by liquid fuel will be inspected at least annually by Whitworth's mechanic, regardless of whether the daily inspections identified a hazard.
- All electric PITs will be inspected at least annually by a third party, regardless of whether the daily inspections identified a hazard.
- The service history for Whitworth's PITs will be maintained by the University's Mechanic and/or by third party technicians.

2. Fueling

Liquefied Petroleum Gas

- Employees must wear eye protection and hand protection when exchanging LPG fuel cylinders.
- Shut down the engine before fueling.

Battery Charging

- All batteries will be charged in accordance with the instructions found in the PITs operating manual.

3. Safe Work Practices

- Only authorized, trained personnel shall operate PITs.
- All operators must use a restraint device when they are provided on the PIT.
- Before the start of each shift, a visual inspection must be conducted. Employees shall not operate an unsafe PIT at any time.
- Fill fuel tanks outdoors while engine is off.
- Horseplay and stunt driving are prohibited.
- No person shall ride as a passenger on a forklift or on the load being carried.
- A PIT will not be used to elevate a platform or pallet with persons on it, except work platforms especially designed for this purpose. Work platforms must have standard guard rails or other means of fall protection, and must be securely fastened to the forks.
- No person shall stand or walk under elevated forks.
- Operators should avoid making jerky starts, quick turns, or sudden stops.
- Slow down on wet and slippery surfaces and at cross aisles or locations where vision is obstructed.
- Operators entering a building or nearing a blind corner shall make their approach at reduced speed. Sound the horn and proceed carefully.
- Operators shall give pedestrians the right-of-way at all times.
- Operators shall not drive toward any person who is in front of a fixed object or wall.
- Operators shall not overtake and pass another PIT traveling in the same direction, at intersections, blind spots, or hazardous locations.
- Operators should not put their fingers, arms, or legs between the uprights of the mast, or beyond the contour of the PIT.
- Forks should always be placed under the load as far as possible. Do not lift a load with one fork.
- No load should be moved unless it is absolutely safe and secure.
- Use extra care when handling long lengths of bar stock, pipe, or other materials.
- Avoid sharp or fast end-swing.
- Compressed gas cylinders shall be moved only in special pallets designed for this purpose.
- When entering or unloading trucks or trailers with a forklift, the brakes on the vehicle will be set (locked) and the wheels chocked.

- PITs must be safely parked when not in use. The controls shall be neutralized, power shut off, brakes set, and the forks left in a down position flat on the surface, and not obstructing walkways or aisles.
- A PIT shall not be left on an incline unless it is safely parked and the wheels are blocked.
- Only stable and safely arranged loads will be handled.
- Only loads within the rated capacity of the PIT will be handled.

4. Safe traveling procedures

- Operators must obey all speed limits and drive at speeds that will permit it to be brought to a stop in as safe manner, no matter the conditions.
- Three truck lengths (or two seconds) will be maintained between powered industrial trucks in operation.
- The powered industrial truck will be kept under control at all times.
- When vision is obscured, the operator will slow down and sound the horn.
- If the load blocks the operator's view, the powered industrial truck will be driven in the direction that provides the best visibility (forward or reverse).
- The powered industrial truck will cross railroad tracks diagonally.
- The powered industrial truck will be parked 8 feet or further from the center line of the railroad tracks.
- The operator will keep a clear view of the path of travel.
- The loaded powered industrial truck will be driven with the load up grade when driving on ascending or descending grades greater than 10%.
- Dock boards and bridge plates will be properly secured before they are driven over.
- When the PIT is not carrying a load, the operator shall travel with the forks as low as reasonably possible. When carrying a load, it should be carried as low as possible and consistent with safe operation.
- Major operating adjustments should not be made to the forks while the PIT is traveling.

TRAINING

1. Training Overview

All personnel who operate PITs, powered hand trucks, and other powered industrial trucks are required to have the following training.

Training shall consist of a combination of formal instruction (i.e., lecture, discussion, interactive computer learning, video, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. Someone who is authorized, qualified and determined to be competent shall conduct all training.

2. Required Topics

The topics listed below must be covered when training a PIT operator. However, if a specific topic does not apply to the type of PIT being trained on, or the conditions the PIT will be operated in, covering that topic is optional. Additional topics may be added to enhance the effectiveness of the training.

Topics related to PITs

- Operating instructions;
- Warning and precautions for the types of PIT the operator will be authorized to operate;
- Differences between a PIT and an automobile;
- 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;
- PIT capacity;
- PIT stability;
- Any inspection and maintenance that the operator will be required to perform;
- Refueling;
- Charging and recharging of batteries;
- Operating limitations; *and*
- Any other operating instructions, warnings or precautions listed in the operator's manual for the types of PIT that the employee is being trained to operate.

Topics related to the workplace

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

3. Retraining

PIT operators will be required to be retrained if any of the following occur:

- The operator is involved in an accident or near-miss incident;
- The operator is seen operating the PIT in an unsafe manner;
- An evaluation shows the operator is not operating the PIT safely;
- The operator is assigned to drive a different type or modified PIT; *and*
- Conditions in the workplace change that could affect the safe operation of the PIT.

4. Evaluations

PIT operators are required to be evaluated at each of these times:

- As part of their initial training program;
- After refresher training to determine the effectiveness of the training; *and*
- At least once every 3 years.

PROGRAM EVALUATION

The powered industrial truck program will be evaluated at least annually by the Safety Manager/designee to ensure it is effective in practice and that it complies with all applicable regulations.

DEFINITIONS

Authorized person (maintenance) – A person designated to perform maintenance on a PIT.

Authorized person (training) – A person assigned by the employer to perform operators training.

Competent Person - A person who is able to identify existing and predictable hazards in the surroundings or working conditions, and who has the authority and expertise to promptly address and correct workplace hazards as well as train workers to ensure their safety and health on the job.

Counterweight – A weight used to counteract the load being carried by the truck, or to increase the load carrying capacity of the truck.

Front end attachment – A device attached to a powered industrial truck and used to carry a load.

Motorized hand truck – A powered truck with wheeled forks designed to go under or between pallets and is controlled by a walking or riding operator.

Powered industrial truck - A powered industrial truck (PIT) is a mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. This rule does not apply to vehicles intended primarily for earth moving or over-the-road hauling.

Rough terrain forklift – A truck intended to be used on unimproved natural terrain and construction sites.

REFERENCES

WAC 296-863

If you have questions regarding Whitworth University's powered industrial truck program please contact the University's Safety Manager in the Human Resources office at 777-3236.

Approved By: Vice President of Finance & Administration **Date:** 9/27/2016

Reviewed By: Safety Manager **Date:** 12/7/2016