



## **I. Purpose**

The purpose of this Program is to protect the health and safety of all employees assigned to operate powered industrial trucks.

## **II. SCOPE**

These procedures apply to all Kennesaw State University personnel whose job duties involve the handling or operating of powered industrial trucks and supervisors of such personnel. The procedure also applies to KSU contractor and suppliers while operating forklift on campus as part of their work/services to the University.

This program applies to all powered industrial trucks, including forklifts, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

## **III. Responsibilities**

### **A. Environmental Health & Safety**

The Department of Environmental Health & Safety is responsible for the:

1. Developing specific policies and procedures pertaining to the operation and maintenance of powered industrial trucks.
2. Implementing a training program based on the general principles of safe truck operation, the type of vehicle(s) being used in the workplace, the hazards of the workplace created by the use of the vehicle(s)
3. Coordinating the training and performance testing of Powered industrial truck operators.
4. Maintaining the training certification records and performance tests of employees included in the training sessions.
5. Periodically reviewing the effectiveness of the program.

### **B. Managers and supervisors**

Managers and supervisors are responsible for:

1. Ensuring that employees who operate powered industrial trucks in their departments have received appropriate training.
2. Providing observations and feedback to operators to ensure safe equipment operation.
3. Ensuring that the vehicles under their responsibility are properly inspected and maintained in safe operating conditions.



### C. Powered Industrial Truck (PIT) Operator

PIT Operator is responsible for:

1. Operating powered industrial trucks in a safe manner.
2. Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms if requested
3. Reporting equipment defects and/or maintenance needs to their supervisors immediately.

## IV. Procedures

The following is a set of safety rules and procedures that should govern the operation of powered industrial trucks at Kennesaw State University.

### A. Truck Operations:

1. A safe distance should be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car.
2. When leaving the truck unattended, the forks should be fully lowered the controls placed in neutral, the power shut off, the brakes set and the key removed. The wheels should be blocked if the truck is parked on an incline.

*Note: A powered industrial truck is considered unattended when the operator is 25 feet or more away from the vehicle which remains in his/her view or whenever the operator leaves the vehicle and the truck is not in view.*

3. When the operator of an industrial truck is dismounted and within 25 ft. of the truck which is still in his/her view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
4. Trucks should not be used to open or close freight doors.
5. The brakes of trucks, trailers should be set and wheel chocked to prevent movement during loading or unloading operations. A fixed jack should be set to support a semi-trailer during loading or unloading, when the trailer is not coupled to a tractor.
6. The flooring of trucks, trailers and railroad cars should be checked by the operator for breaks and weakness before driving these vehicles into these surfaces.
7. An overhead guard should be used as protection against falling objects.

*Note: The overhead guard is intended to offer protection from the impact of small packages, boxes or bagged materials only.*



8. Load backrest extension should be used whenever necessary to minimize the possibility of the load or part of the load from falling rearward.
9. Fire doors, access to stairways, fire extinguishers and emergency exits should always be kept clear.
10. Only approved industrial trucks should be used in hazardous conditions.
11. Powered industrial trucks should never be driven up to anyone standing in front of a bench or other fixed object.
12. No person should be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
13. No passenger is permitted to ride on powered industrial truck.
14. The operator should never place his/her arms or legs between the uprights of the mast or outside the running lines of the truck.
15. The operator should never push one load with another load.
16. Spinner knobs must not be attached to the steering handwheels of trucks not originally equipped with such knobs.
17. Never lift people on the forks of a powered industrial truck unless the truck has a properly designed safety platform securely attached to the lifting carriage and/or forks. If the truck is equipped with vertical controls only, or vertical and horizontal controls elevatable with the lifting carriage or forks, means should be provided whereby personnel on the platform can shut off power to the truck. Protection from falling objects as indicated necessary by the operating conditions should also be provided.
18. Safety platforms, firmly secured to the lifting carriage and/or forks, shall be used.

## **B. Traveling**

1. Traffic regulations should be observed, including observing all STOP SIGNS and authorized plant speed limits.
2. A safe distance of approximately three truck lengths from the truck ahead should be maintained whenever possible.
3. The "Right of Way" should be yielded to ambulances or other vehicles in emergency situations.
4. The operator should slow down and sound the horn at intersections and other locations where vision is obstructed.



5. If the load being carried obstructs forward view, the operator should travel in reverse with the load trailing.
6. Railroad tracks should be crossed diagonally whenever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
7. Grades should be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks should be driven with the load upgrade. Unloaded trucks should be operated on all grades with the load engaging means downgrade. On all grades, the load and load engaging means should be tilted back and raised only as far as necessary to clear the road surface.
8. The operator should slow down for wet and slippery floors.
9. Dockboards or bridgeplates should be properly secured before they are driven over and their rated capacity should never be exceeded. Dockboards or bridgeplates should always be driven over carefully and slowly.
10. Elevators should be approached slowly and then entered squarely after the elevator car is properly leveled. Once on the elevator, the transmission should be in neutral, the engine shut off and the brakes set to prevent movement.
11. Motorized hand trucks must always enter elevators with the load end forward.
12. When making turns, the operator should reduce the truck's speed to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
13. Other trucks traveling in the same direction or at intersections, blind spots or other dangerous locations should not be passed.
14. Horseplay and stunt driving, including spinning of the tires, is not permitted.
15. Running over loose objects in aiseways should be avoided.
16. Under all travel conditions, the truck should be operated at a speed that should permit the truck to be brought to a stop in a safe manner.
17. The operator should always look in the direction of travel and keep a clear view of the path of travel.

**C. Loading/Stacking:**

1. Only stable and safely arranged loads should be handled. Use extreme caution when handling off-centered loads that cannot be centered on the forks.
2. Only loads within the rated capacity of the truck should be handled.



3. The forks should be placed under the load as far as possible and the mast carefully tilted backward to stabilize the load.
4. Extreme care should be used when tilting the load forward or backward especially when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load should not be tilted forward except when the load is in a deposit position over a rack or stack of material.
5. When stacking or tiering loads, the operator should tilt the load backward only enough to stabilize the load.
6. The operator should remove unsafe containers and pallets from service.
7. Trucks equipped with attachments should be operated as a partially loaded truck when not handling a load.
8. The operator should adjust long and high loads, including multiple-tiered loads that may affect the capacity of the truck.
9. The operator should insure there is always a safe distance between the mast and overhead lights, pipes and sprinkler systems.

## V. Inspection and Maintenance of the Truck:

1. Powered industrial trucks should be inspected before being placed in service. This inspection should be made at least daily. Trucks used on a round-the-clock basis should be inspected after each shift.
2. The results of the inspections should be documented on the Powered Industrial Truck Inspection Checklist (**See Appendices A**).
3. If at any time during the driver's shift a truck is found to be in unsafe, the operator should immediately notify his/her supervisor and remove the truck from service until it has been restored to safe operating condition.
4. Repairs must be made by authorized personnel only.
5. Parts used in any industrial truck requiring replacement should be replaced only with parts equal in safety to those parts originally provided by the manufacturer.
6. Powered industrial trucks are to be kept in a clean condition and free of excess lint, oil, and grease. Only noncombustible agents should be used for cleaning trucks. Cleaning trucks with low flash point solvents (below 100 degrees Fahrenheit) is not permitted.



7. Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided. No truck should be operated with a leak in the fuel system.
8. Spillage of oil or fuel should be carefully cleaned up and disposed off in accordance with KSU's policies and procedures. Fuel cap must be replaced before restarting the engine.
9. The operator should always wear the proper personal protective equipment when fueling the truck or performing any other maintenance on the truck.
10. Open flames should not be used to check the electrolyte level in batteries or the gasoline level in the fuel tank.
11. Smoking is not allowed while driving, changing LPG tanks, refueling gas or changing/charging batteries.
12. Precautions regarding toxicity, ventilation, personal protective equipment and fire hazards are to be followed as stated on the warning label and/or the Material Safety Data Sheet (MSDS) for that particular cleaning agent.

## **VI. OPERATOR TRAINING**

1. Only employees who have successfully completed KSU's Powered Industrial Truck Operators training is permitted to operate a powered industrial truck.
2. Authorized Operators will be issued with an identification card by the department of Environmental Health, Safety & Risk Management
3. Training will consist of a combination of formal instruction, practical training and evaluation of the operator's performance in the workplace.
4. Operator training and evaluation should be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
5. Refresher training in relevant topics will be provided to the operator when:
  - a. The operator has been observed to operate the vehicle in an unsafe manner.
  - b. The operator has been involved in an accident or near-miss incident.
  - c. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
2. The operator is assigned to drive a different type of truck.



- a. A condition in the workplace changes in a manner that could affect safe operation of the truck.
- 6. An evaluation of each PIT operator's performance should be conducted at least once every three years.
- 7. If a new employee can demonstrate that he/she has previously received PIT training and that the training is appropriate to the truck and working conditions encountered, additional training will not be required if the operator is evaluated by a KSU representative and found competent to operate the truck safely.
- H. Training records and documentation will be maintained by EHS&RM department.

## **VII. PROGRAM REVIEW**

The Department of Environmental Health & Safety will review and evaluate the effectiveness of this program on an annual basis or when any of the following occurs:

- 1. When changes occur to related procedures that require a revision.
- 2. When facility operational changes occur that requires a revision.
- 3. When there is an accident or near miss that relates to this area of safety.



Appendix-A

# Forklift Daily Inspection Checklist

	Monday		Tue		Wed		Thus		Friday		Sat		Sun	
Date														
Inspector's Initials														
	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair	OK	Repair
Forks, Backrest, Carriage														
Mast, Chain, Hydraulic Lines														
Tires, Axles														
Overhead Guard/ROP														
Fuel Tank & Connections														
Engine Oil Level														
Radiator Water Level (Cold)														
Fuel Level														
Leaks under Fork Lift														
Seat and Seat belts														
Horn and/or Backup alarm														





Department of Environmental Health  
& Safety

Powered Industrial Truck Program

EOSMS- 309

Date: 01/14/2014

Page 9 of 9

Lights														
Gauges and Instruments														
All Brakes														
Hydraulic Controls & Lift														
Steering														