

## **Powered Industrial Truck Program**

**Contact:** Director of Risk Management

1. Rogue Community College(RCC) is committed to the safety of all employees regarding the use of Powered Industrial Trucks in the workplace. Rogue Community College is also committed to complying with all applicable federal, state and local health and safety codes and regulations. To ensure that all affected employees are provided with the necessary information and training, the following Powered Industrial Truck Program has been established. All affected employees of Rogue Community College will participate and comply with all sections of the Powered Industrial Truck Program. The written Powered Industrial Truck Program will be reviewed, updated and maintained by the RCC Risk Management Department. A printed copy of the program is available at the Risk Management office and online at <https://web.roguecc.edu/risk-management/campus-occupational-safety>.
2. References
  - a. Oregon OAR Division 2 Subdivision N Materials Handling and Storage
  - b. OSHA Compliance Directive: CPL 02-01-028 - CPL 2-1.28A - Compliance Assistance for the Powered Industrial Truck Operator Training Standards
  - c. ASME/ANSI Standards: Low Lift and High Lift Trucks,
  - d. ANSI/ITSDF B56.1-2005; Guided Industrial Vehicles,
  - e. ANSI/ITSDF B56.5-2005; Rough Terrain Forklift Trucks,
  - f. ANSI/ITSDF B56.6-2005; Operator Controlled Industrial Tow Tractors,
  - g. ANSI/ITSDF B56.9-2007 (available from the Industrial Truck Standards Development Foundation).
3. Responsibilities
  - a. Employer
    - i. Rogue Community College will evaluate, develop and implement each area of the Powered Industrial Truck Program as required by OAR Division 2 Subdivision N – Material Handling and Storage.
  - b. Risk Management
    - i. Ensure powered industrial trucks acquired and used for operations meet appropriate design and construction standards, and are maintained to provide safe operation. All new powered industrial trucks acquired and used by RCC shall meet the design and construction requirements for powered industrial trucks established in the “American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-1969.”

- ii. Ensure that each powered industrial truck operator is competent to operate a truck safely, through successful training and by evaluating the operator's performance.
  - iii. Investigate for all accidents and near miss incidents to stop them from happening again.
- c. Employee
  - i. All employees of Rogue Community College will comply with each area of the Powered Industrial Truck Program while employed at Rogue Community College.
  - ii. Operate a powered industrial truck only if trained and authorized.
  - iii. Operate in accordance with this procedure and safe operating practices.
  - iv. Inspect the equipment and completing a "Daily Forklift Inspection Checklist" at the beginning of each shift when the truck is used.
  - v. Immediately report any problems or unsafe conditions to their immediate supervisor and to Risk Management.
  - vi. Only operate equipment that is in safe operating condition.
  - vii. Report all accidents, regardless of damage or injury, immediately to their supervisor and Risk Management.

#### 4. Program Overview

- a. This program describes the practices and policies for powered industrial truck operators and their supervisors to ensure the health and safety of employees, students and visitors while operating and/or working around powered industrial trucks, as required by Oregon OAR Division 2 Subdivision N Materials Handling and Storage.
- b. No person shall operate a powered industrial truck owned or leased by Rogue Community College or on College premises without appropriate training and qualification.
- c. For the purpose of this program, powered industrial trucks include the vehicles described in the Oregon OAR Division 2 Subdivision N Materials Handling and Storage and include. There are seven classifications of powered industrial trucks (PIT), which include, 'forklifts'. The College may have multiple PIT classifications at a campus (i.e., electric 3-wheel, pallet jack, propane engine solid tires, etc.), with multiple fuel types (i.e., electric, propane, and gas). It is the operator's responsibility to familiarize themselves with each class for use and limitations. ALL classifications utilize the same fundamental characteristics of stability (stability triangle), center of gravity, and load capacity.
  - Class 1 - Electric, 3-wheel counterbalance
  - Class 2 - Electric, pneumatic tires
  - Class 3 – Powered pallet jack
  - Class 4 - Internal combustion propane engine, solid or pneumatic tires
  - Class 5 - Internal combustion engine – gas, diesel or propane, pneumatic

tires

Class 6 - Industrial tractor

Class 7 - Rough terrain

#### 5. Powered Industrial Truck Safety

- a. The college uses powered industrial trucks, commonly called forklifts or lift trucks, to move materials. They can be used to move, raise, lower, or remove large objects or a number of smaller objects on pallets or in boxes, crates, or other containers.
- b. Forklifts are powerful, heavy vehicles that can seriously injure or kill an operator or others and do a lot of damage to equipment and property if not kept under control. The operator must be familiar with the vehicle and be aware of potential dangers and how to avoid them while handling a load at the same time.
- c. The hazards an operator will usually encounter depend on the vehicle type and the where the truck is used. Each type of truck presents different operating hazards. For example, you are more likely to have a load fall from a sit-down, counterbalanced high lift rider truck than a motorized hand truck because the sit-down rider truck can lift a load much higher than a hand truck. Workplace conditions also present different hazards. Operators at the college may move materials across the campus and have to watch for pedestrians, slopes and uneven surfaces; or enter buildings such as a garage where overhead space is very tight.

#### 6. Records Retention

- a. Rogue Community College Risk Management must maintain a record for each trained employee covered under the Powered Industrial Truck Program as described below:
  - i. Training Records will be maintained for 3 years or the most current training record on file.

#### 7. Training

- a. Before using a powered industrial truck, operators shall receive initial training in all the following topics that apply to the workplace.
  - i. Truck related topics:
    - A. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
    - B. Differences between the truck and the automobile.
    - C. Truck controls and instrumentation: where they are located, what they do, and how they work.
    - D. Engine or motor operation.
    - E. Steering and maneuvering.

- F. Visibility (including restrictions due to loading).
- G. Fork and attachment adaptation, operation, and use limitations.
- H. Vehicle capacity.
- I. Vehicle stability.
- J. Any vehicle inspection and maintenance that the operator will be required to perform.
- K. Refueling and/or charging and recharging of batteries.
- L. Operating limitations.
- ii. Workplace Related Topics
  - A. Surface conditions where the vehicle will be operated.
  - B. Composition of loads to be carried and load stability.
  - C. Load manipulation, stacking, and unstacking.
  - D. Pedestrian traffic in areas where the vehicle will be operated.
  - E. Narrow aisles and other restricted places where the vehicle will be operated.
  - F. Hazardous (classified) locations where the vehicle will be operated.
  - G. Ramps and other sloped surfaces that could affect the vehicle's stability.
  - H. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
  - I. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
- b. Training shall consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, 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.
- c. All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.
- d. If an operator was previously trained in one of these topics, and the training is appropriate to the truck and working conditions encountered, additional training on that topic is not required if the operator has been evaluated and found competent to operate the truck safely.
- e. Trainees may operate a powered industrial truck only:
  - i. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence.
  - ii. Where such operation does not endanger the trainee or other people.

- f. Refresher Training and Evaluation
    - i. Evaluate each operator at least once every three years to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely. In most cases, the person conducting the evaluation would do two things: first, observe the powered industrial truck operator during normal operations to determine if the operator is performing safely, and second, ask pertinent questions to ensure that the operator has the knowledge or experience needed to operate a truck safely.
    - ii. Provide refresher training in relevant topics to the operator when:
      - B. The operator has been observed to operate the vehicle in an unsafe manner.
      - C. The operator has been involved in an accident or near-miss incident.
      - D. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
      - E. The operator is assigned to drive a different type of truck.
      - F. A condition in the workplace changes in a manner that could affect safe operation of the truck.
8. Certification
- a. RCC shall certify that each operator has been trained and evaluated as required by this program. Certification must include:
    - i. the operator's name
    - ii. training date
    - iii. evaluation date
    - iv. the name of the person(s) providing training or evaluation
9. General Safety
- a. Gasoline/Diesel Powered Trucks
    - i. Store and handle liquid fuels, such as gasoline and diesel fuel, in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30-1969). Contact Environmental Safety for assistance in setting up flammable liquid storage.
    - ii. TURN OFF the engine before filling fuel tanks.
    - iii. Avoid spills. Clean up oil or fuel spills immediately.
    - iv. Make sure the fuel tank cap is in place before starting the engine.
    - v. If there is a leak in the fuel system, take the truck out of service.
    - vi. No smoking or open flames.
  - b. LPG/Propane Powered Trucks

- i. Store and handle liquefied petroleum gas shall be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA 58-1969). Contact Environmental Safety for assistance in setting up LPG storage.
  - ii. The fuel cylinder must always be secured in the brackets when the truck is in operation.
  - iii. If there is a leak in the fuel system, shut off the fuel cylinder valve and take the truck out of service.
  - iv. Close the valve on the fuel cylinder when work with the truck is done for the day.
  - v. Shut off when "garaging" the truck (leaving the lift truck in a closed space or room or leaving the truck out of service for 24 hours or more). After the gas is shut off, run the truck engine to burn off fuel remaining in the fuel lines.
  - vi. If a fuel cylinder leaks, take it outside well away from the building and any sources of ignition. Notify Risk Management. Secure the area and allow the cylinder to empty itself. It may be very dangerous to attempt to repair the leak.
  - vii. No smoking or open flames.
- c. Battery Powered Trucks
- i. When a battery-powered vehicle requires recharging, the operator may plug the vehicle into the battery charger using the specific vehicle battery charger connection, or a building electrical outlet using an appropriate extension cord.
  - ii. For battery-powered vehicles, the battery charging shall be done only in a well-ventilated area (to remove hydrogen gas). Smoking or open flame is prohibited (within 35 feet) in the battery charging area.
  - iii. No smoking signs and a fire extinguisher are required in the charging area.
  - iv. Only an authorized service technician is permitted to fill, top-off, neutralize spilled battery acid, tighten connections, remove corrosion, repair or replace cables and batteries.
    - A. The authorized service technician will wear all appropriate Personal Protective Equipment (PPE) including: gauntlet gloves, rubber apron, face shield and eye protection when servicing batteries and or adding water to low battery cells.
    - B. Water needs to be available for flushing and or neutralizing spilled battery acid.
    - C. An eyewash station that provides at least 15 minutes of flowing water needs to be immediately available.

- v. Any defects shall be reported immediately to your supervisor and Risk Management for correction. The equipment will be tagged 'out-of-service' until proper repairs can be made.

#### 10. Maintenance

- a. Neglecting maintenance or failing to make repairs and adjustments in accordance with the manufacturer's instructions may make operating a truck very hazardous. The truck user shall make sure there are maintenance facilities (on or off premises), trained personnel, and detailed procedures for truck maintenance.
  - i. Only trained and authorized personnel may maintain, repair, adjust, and inspect industrial trucks, and in accordance with manufacturer's specifications.
  - ii. The user shall make sure the maintenance mechanic has parts manuals and maintenance manuals.
  - iii. Follow the manufacturer's recommendations to schedule maintenance, lubrication and inspection.
  - iv. Inspect forks in service at least once every 12 months for single shift operations, or whenever any defect or permanent deformation is detected.
  - v. Trained and qualified personnel must conduct fork inspection to detect damage, failure, deformation, etc. which might impair safe use.
  - vi. Remove a defective fork from service and do not use it unless it is satisfactorily repaired and tested by the manufacturer or an expert of equal competence.
- b. Keep the truck clean to minimize fire hazards and make it easier to detect loose or defective parts.
- c. Modifications and additions which affect capacity and safe operation shall not be performed by the customer or user without manufacturer's prior written approval. Capacity, operation and maintenance instruction plates, tags or decals shall be changed accordingly.

#### 11. Operating the Forklift

- a. Pre-Operation
  - i. Prepare a written inspection checklist for the lift truck. The operator will inspect the truck at least daily before placing it in service. Examine a truck after each shift if it is used on more than one shift per day.
  - ii. Approved trucks shall bear a label or some other identifying mark indicating approval by the testing laboratory.
  - iii. The user shall see that all nameplates and markings are in place and are maintained in a legible condition.

- iv. The operator will conduct a “walk-around” check with the key off and then perform an operational check with the engine running. Remove the truck from service if the examinations show that the vehicle may not be safe to operate. Removing a truck from service means taking the key out and turning it over to the supervisor responsible for initiating repairs and maintenance.
    - v. Keep a log of the pre-operation inspection where it is readily available for review while the truck is in operation.
  - b. Traveling and Maneuvering
    - i. As a lift truck operator, you must follow safe operating rules at all times. Always maintain control of the truck, keep a proper lookout, and operate the truck at speeds safe for the particular operation and worksite conditions.
  - c. Review and Plan the Route
    - i. Descending grades require more stopping distance – reduce speed, limit loads and/or clear the space at the bottom of the grade.
    - ii. Uneven surfaces, grades and poor housekeeping can make the truck unstable. Even an unloaded truck will tip over if turned too fast, run across a grade or too fast over uneven or slippery surfaces.
    - iii. Low clearances limit the overall height of the load. Traveling a parking garage ramp may mean lifting the load slightly to clear the grade and lowering it, again, to clear overhead obstacles.
    - iv. You may need to block access or get help from a spotter to travel routes commonly used by pedestrians and/or automobiles.
  - d. Starting
    - i. Before starting the equipment, a “Daily Forklift Inspection Checklist” will be completed at the beginning of each shift in which the equipment will be used.
    - ii. Conduct a visual safety walk-around of the equipment prior to starting the equipment each time.
    - iii. Fasten your safety belt.
    - iv. Ensure that your pathway is clear.
    - v. Sound your horn in warning or use a spotter if your view is obstructed.
    - vi. Proceed cautiously down the travel path watching for dangerous blind spots.
    - vii. Stop at the end of an aisle, corner, building entrance or exit; sound your horn and look for pedestrians before continuing.
    - viii.
  - e. Traveling and Maneuvering
    - i. No passengers
    - ii. Keep yourself and your body parts inside the vehicle.



- iii. Set the brake before reaching out for objects, handles or switches.
  - iv. Keep your hands and fingers inside the frame – especially when turning to look behind you while traveling in reverse.
  - v. If the vehicle tips over, DO NOT JUMP! Grasp the steering wheel – not the overhead guard or supports – and lean away from the fall.
  - vi. Always keep a safe speed so you can stop when you need to and keep the truck from turning over.
  - vii. Slow down for wet or slippery surfaces.
  - viii. Look where you are going and keep a clear view of your path. Drive in reverse if the load blocks your view.
  - ix. Obey all traffic rules.
  - x. Slow down and sound your horn at the end of an aisle or at a corner where your view is not clear. If you cannot see beyond the corner, at all, without extending the load or part of the truck into the path, stop first and move slowly until you can see clearly.
  - xi. Pedestrians always have the right of way. Stop for pedestrians approaching the crosswalk.
  - xii. Look before moving. Do not assume that any pedestrian or bystander hears or understands your horn or back-up alarm.
  - xiii. NEVER drive toward a person standing in front of a bench, wall, truck or other fixed or unmovable object.
- f. Stopping and Parking
- i. A powered industrial truck is considered "unattended" when you are 25 ft. or more away from the vehicle -- even if it remains in view – or whenever you leave the vehicle and it is not in view.
  - ii. Lower the forks or other lift device
  - iii. Set the controls in neutral
  - iv. Shut off the power
  - v. Set the brake
  - vi. Get off the truck without jumping
  - vii. Block the wheels if you parked the truck on an incline
  - viii. Take the key out
- g. Load Handling
- i. Secure the load so it is safe to handle. Wrap or band damaged goods before carrying them. Center the load as nearly as possible. If a load is heavier on one side, put the heaviest side nearest the truck's front wheels. Do not overload. Know the stated capacity of your forklift and do not exceed it. Use extra caution when handling loads that approach the truck's maximum rated capacity:
  - ii. Tilt the mast back and position the heaviest part of the load against the carriage

- iii. Travel with the mast tilted back to keep the load stable
- iv. Do not operate a forklift if the back wheels begin to lift off the ground.  
The forklift is overloaded.
- v. Never travel with the load elevated

12. Impacted Departments and Programs including Current Inventory

- a. Facilities and Operations
- b. Diesel
- c. Manufacturing
- d. Shipping & Receiving
- e. Automotive