

**POWERED INDUSTRIAL TRUCKS  
PROGRAM**



Date: 11-15-2005

Revision Date: 01-08-2016

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### **PURPOSE/SCOPE**

This is an attempt by R.W. LaPine, Inc. to comply with Federal and State Occupational Health and Safety Standard 1910.178, Powered Industrial Trucks.

This program will provide minimum safety rules for the care and use of Powered Industrial Trucks and to provide for operator safety.

### **ADMINISTRATION**

The person responsible for overseeing the powered industrial truck program is the Safety Director. The Safety Director provides forklift instruction providing on-site training, both classroom and performance testing.

The types of operations the truck operator will be involved in; Trailer Entry, Warehouse Storage and Stacking, and Travel. Also, rigging and moving equipment and materials.

Prior to engaging in Trailer Entry, Operators shall determine that trailer is mechanically secured to the dock, or the trailer wheels have been chocked.

Operators shall report all accidents, and near miss accidents involving Pedestrians, Trailers, Equipment and all others to the Job-site Foreman. The Safety Director along with the Job-site Foreman will be responsible for investigating any accident and determining its cause.

### **ENFORCEMENT POLICY**

Operators shall follow all safety rules and procedures at all times as outlined in this program. Failure to follow these rules and procedures shall result in disciplinary action taken as outlined in the R.W. LaPine, Inc.'s "Safety Program".

## **OPERATOR SELECTION**

R.W. LaPine, Inc. believes an industrial truck operator's job is very important, and requires a great deal of responsibility. The potential hazards associated with powered industrial trucks operated improperly are very serious and potentially life threatening.

Therefore, an employee who is assigned to operate a powered industrial truck shall be capable of safely operating based on his or her training and performance.

## **OPERATOR TRAINING & TESTING**

Prior to an employee being assigned or allowed to operate a powered industrial truck, the employee shall receive the following areas of instruction.

1. Capabilities of the equipment and attachments.
2. Purpose, use, and limitations of the controls.
3. How to make daily checks.
4. Practice and operate assigned vehicles through their functions necessary to perform the required job.
5. Know the safety rules for powered industrial trucks.
6. The general hazards that apply to the operation of all or most powered industrial trucks.
7. The hazards associated with the operation of particular types of trucks, or attachments.
8. The hazards of workplaces generally.

After an employee is given this training he/she shall be tested in the following areas.

1. Operating ability
2. Knowledge of equipment.
3. Knowledge of safety rules regarding powered industrial trucks.
4. Knowledge of daily checks.
5. The designated training instructors shall give a performance test, to determine whether the employee can operate the assigned powered industrial truck through the functions necessary to perform the required work.

Upon successful completion of both classroom and performance testing the operator will be issued an “Operator Permit”. This permit will indicate what type of equipment this person may operate and is only valid for up to 3 years. This permit shall be carried by the operator or made available by R.W. LaPine, Inc. upon request.

### **REFRESHER TRAINING**

Refresher Training is required if;

1. The operator is involved in an accident or near miss incident.
2. The operator has been observed operating the vehicle in an unsafe manner.
3. The operator has been determined during an evaluation to need additional training.
4. There are changes in the workplace that could affect safe operation of the truck.
5. The operator is assigned to operate a different type of truck.

The type and amount of training needed in the refresher training depend on several factors;

1. The different characteristics of the new type of truck or terrain.
2. The practice or practices that the evaluation indicated needed improvement.
3. The nature of the unsafe act, and the potential for an accident to occur.

The Job-site Foreman or Safety Director based on the above factors will determine the type of refresher training. The purpose of the refresher training is to ensure that the operator continues to have the knowledge and skills to operate the powered industrial truck safely.

Evaluations of each operator's performance are required as part of the initial and refresher training. This must be done at least once every three (3) years.

### **MECHANICAL CONDITION & MAINTENANCE**

A powered industrial truck shall not be permitted to operate under the following conditions.

6. The service and parking brakes do not perform their intended function.
7. The fuel system leaks.
8. A lift cylinder of an engaged load, loaded or unloaded, that has a downward drift in excess of 5 inches in 5 minutes.
9. A tilt cylinder of a mast allows a forward drift of the mast in excess of 2 degrees in 5 minutes with the mast in a vertical position and a capacity load on the fork or load engaging means.
10. Steering free play of more than  $\frac{1}{4}$  turn on trucks capable of speeds up to 8 miles an hour. And more than  $\frac{1}{8}$  turn on trucks capable of speeds over 8 miles and hour.
11. A hydraulic system leak that creates a hazard for employees and equipment in the area.

### **MAINTENANCE**

ONLY AUTHORIZED PERSONNEL will perform all maintenance. R.W. LaPine, Inc. has an outside contractor that performs preventive and actual maintenance on the industrial trucks. Operators shall notify the Job-site Foreman when maintenance or repair is needed.

## **EMPLOYEE RESPONSIBILITIES**

### **DAILY CHECKS:**

At the start of each shift, the operator of a powered industrial truck shall perform daily checks of the equipment and to report any defects that would affect the safe operation of the equipment to the Job-site Foreman.

The following areas will be checked prior to starting the shift.

1. Test Lift and Lower Controls
2. Test Tilt and Side shift Controls
3. Check Strobe Light
4. Test Horn
5. Test Stationary Brake
6. Test Running Brake
7. Check Steering
8. Check Wheels
9. Check all Guards and Shields
10. Check all Wiring, Cables, and Hoses
11. Check for Oil Leaks
12. Check for Propane Leaks

Operators shall be on the lookout for any unusual truck operations and noises, and report those and any truck damage to the Job-site Foreman.

Note: See Attachment, Operator's Daily Inspection.

## **GENERAL OPERATING RULES**

1. An operator shall safeguard other employees at all times.
2. An operator shall not drive a truck up to anyone who is standing in front of a bench or other fixed object.
3. An operator shall not allow anyone to stand or pass under the elevated portion of any powered industrial truck whether loaded or empty.
4. No employee except the operator shall ride on a powered industrial truck unless the truck is provided with a passenger seat. Passenger seats on a forklift truck shall be under the overhead guard.

## **Employee Responsibilities, (Continued):**

### **Position of Arms and Legs:**

An operator shall not put his or her arms or legs between the uprights of the mast or outside the running lines of a moving truck.

### **Parking:**

1. When leaving a truck unattended an operator shall fully lower the forks flat to the floor, neutralize the controls, set the brakes and shut the power off.
2. Whenever it is necessary to leave a truck on an incline, the truck wheels shall be blocked and the steering wheels turned toward the curbing, wall, or railing.

### **Loading Trucks:**

1. When being boarded by a powered industrial truck, a highway truck trailer shall have their brakes set and be restrained by mechanical means installed at the dock to hold the trailer from movement.
2. The landing gear of all semi-trailers shall be visually inspected immediately before the trailer is uncoupled from the tractor to assure its ability to support the imposed load.
3. The flooring of trucks and trailers shall be checked for breaks and weakness before they are driven onto.

### **Surveying Path of Travel:**

Before moving or stacking, and operator shall survey the path of travel in order to avoid obstacles. A safe distance shall be maintained from the edge of ramps or platforms while on an elevated dock.

### **Reporting of Accidents:**

Operators shall report all accidents involving injury to an employee, or damage to buildings and equipment to their supervisor. They shall also report all near miss accidents as well.



**Employee Responsibilities, (Continued):**

**Clear Access:**

An operator shall maintain clear access of fire aisles, to stairways, fire equipment, and building exits when depositing loads.

**Making Repairs:**

Operators shall not make any repairs or adjustments unless specifically authorized to do so by their Job-site Foreman.

**Clear View:**

An operator shall look in the direction of and keep a clear view of the direction of travel. When moving loads blocking the forward visibility, for safe handling an operator shall drive with the load trailing.

**Ascending and Descending Grades:**

When ascending or descending a grade that exceeds the back tilt of the mast, the load shall be facing up grade.

**Traveling:**

In level areas an operator shall travel with the load engaging means elevated only sufficiently to clear obstacles on floor or roadway.

**Starts, Stops, and Turns:**

Starts, stops, and turns shall be made in a manner, which will prevent a load from shifting or overturning the truck.

**Horseplay:**

Stunt driving and horseplay shall not be permitted, and will be subject to discipline.

**Wet Floors, Dock-boards, and Bridge-plates:**

An operator shall drive at a slow speed over wet or slippery floors.

Before driving over a dock-board or bridge-plate, an operator shall observe that the dock-board or bridge-plate is secured.

## LOADING SAFETY

1. Operate a truck equipped with attachments as a partially loaded truck when not transporting a load. The added weight of the attachment itself reduces the net weight that can be lifted.
2. When loading a forklift truck, place the load engaging means under the load as far as possible and tilt the mast backwards to cradle the load.
3. Exercise caution when tilting loads especially when they are segmented.
4. Lift or transport only a load that cannot fall out of a basket or container or off the load engaging means during normal movements of the truck. If a load cannot be stabilized, contact their supervisor. It is extremely important that when a stack of material is leaning dangerously, it is reorganized before being picked up and transported.
5. Lift or transport a load that is within the rated load capacity of the truck.
6. Tilt an elevated load forward only when in a deposit position over a rack or stack.
7. Powered Industrial Trucks should never be used for any procedure other than their intended purpose. Misuse of trucks can result in tip-over and operator injuries.

**DAILY POWERED INDUSTRIAL TRUCK INSPECTION**

Week: \_\_\_\_\_ Truck # or Type: \_\_\_\_\_

**Visual Checks**

<b>Day</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Operator Initial</b>						
<b>Hydraulic Leaks</b>						
<b>Physical Damage</b>						
<b>Overhead Guard</b>						
<b>Load Backrest</b>						
<b>Tire Condition</b>						

**Operational Checks**

<b>Day</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Operator Initial</b>						
<b>Steering</b>						
<b>Hydraulic Controls</b>						
<b>Lights &amp; Horn</b>						
<b>Fuel Leaks</b>						
<b>Engine Oil</b>						
<b>Drive Control</b>						
<b>Service Brake</b>						
<b>Parking Brake</b>						

Comments (Explain repairs needed)

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