

POWERED INDUSTRIAL TRUCK PROGRAM

PURPOSE

The purpose of this policy is to provide employees of Mariposa County with sufficient knowledge and training to prevent workplace injuries or property damages relating to the operation of powered industrial trucks (PIT).

SCOPE

Mariposa County employees may operate a forklift, aerial lift, boom truck, or powered industrial truck only if they have successfully completed a County-approved training course. Upon successful completion of the training program, employees may *only* operate the powered industrial trucks on which they have been *specifically* trained. For example, an employee who was trained to operate an aerial lift may not also operate a forklift as it is a different machine than what they have been trained for.

Any employee who operates a powered industrial truck without first being trained will be subject to the County's disciplinary procedures in accordance with union agreements and the County's human resource policies.

RESPONSIBILITIES

Risk Management

Risk Management shall ensure that all employees assigned to operate PIT's have successfully completed training that complies with this program *prior* to allowing those employees to operate a powered industrial truck.

Supervisors

Supervisors shall ensure the following:

1. Powered industrial trucks driven by themselves or by employees who report to them are mechanically maintained at all times.
2. Employees for whom they are responsible operate their PIT's in a safe manner that complies with local, state, federal, and Mariposa County regulations, policies, and good work practices.

Supervisors who observe an authorized employee operating a powered industrial truck in an unsafe manner shall immediately remove that employee from the truck, provide immediate feedback and

corrective actions, and prevent the employee from operating a powered industrial truck again until the employee demonstrates understanding of the unsafe procedure. A second unsafe procedure will require the employee to complete refresher training prior to operating the PIT again.

Employees

Employees shall ensure the following:

1. No employee shall operate a truck until they have successfully completed training conducted by a person authorized by Mariposa County as having the knowledge, training, and experience to train operators and evaluate their competence.
2. They are following the best safe work practices once trained.
3. They will be empowered and required to remove from service a powered industrial truck found to be in need of repair, defective, or in any way unsafe until it has been restored to safe operating condition.

TRAINING

The County's powered industrial truck training program shall include:

1. Formal instruction in a classroom or online setting
2. Practical demonstration of skills learned
3. An operator evaluation

Training is defined as:

1. Formal instruction (e.g., lecture, discussion, interactive computer learning, video tape, written material)
2. Practical training (demonstrations performed by the trainer and practical exercises performed by the trainee)
3. Evaluation of the operator's performance in the workplace

All employees who will operate powered industrial trucks must complete an initial evaluation. An initial evaluation shall consist of a formal training course including a written test plus practical skills demonstration. Subsequent evaluations may include a practical skills demonstration conducted by a person who has the knowledge, training, and experience to train operators and evaluate their competence in order to verify the employee's knowledge and skill levels and may exclude a written test at the discretion of the competent trainer.

Trainee Operation of PIT

Trainees may operate a powered industrial truck only:

- Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence
- Where such operation does not endanger the trainee or other employees

Training Program Topics

Training shall include providing information on the following topics:

- Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate
- Differences between the truck and the automobile
- Truck 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
- Vehicle capacity and stability
- Any vehicle inspection and maintenance that the operator will be required to perform
- Refueling and/or charging and recharging of batteries
- Operating limitations
- Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate

Workplace-related topics:

- Surface conditions where the vehicle will be operated
- Composition of loads to be carried and load stability
- Load manipulation, stacking, and unstacking
- Pedestrian traffic in areas where the vehicle will be operated
- Narrow aisles and other restricted places where the vehicle will be operated
- Hazardous (classified) locations where the vehicle will be operated
- Ramps and other sloped surfaces that could affect the vehicle's stability
- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust

- Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation

Transfers of Certificates

New employees who have been trained during the previous 36 months (with verified proof of completion) by their previous employer may become certified to operate a powered industrial truck for Mariposa County by successfully completing (documented) refresher training conducted by a County-approved trainer.

A certified powered industrial truck operator who demonstrates a lack of sufficient knowledge or skills, or who operates a powered industrial truck in an unsafe manner will be suspended from further operation of a powered industrial truck until he/she has successfully completed refresher training by a County-approved trainer. The content of refresher training will specifically address the discrepancies observed and is intended to return the PIT operator to the full and safe performance of his/her operating capabilities as soon as is practical. Failure to successfully complete training or refresher training will result in immediate suspension of the operator's certification to operate a PIT in order to protect both the operator and his/her co-workers.

Re-Evaluations Every Three Years

All employees operating powered industrial trucks must be evaluated (in writing) at a minimum once every three (3) years.

PROGRAM ACTIVITIES

Equipment Inspection and Maintenance

1. Each powered industrial truck will be inspected before each shift by the operator.
2. A file will be maintained that lists the shift inspections of equipment. This file will be kept at the Public Works Administration Offices.
3. A maintenance log will be kept that identifies repair needs and corrective actions taken for each powered industrial truck. This log will be kept at the Public Works Administration Offices.
4. If repairs are needed on a powered industrial truck such that it cannot be safely operated, it will be taken out of service until the repairs have been made.
5. After repairs have been completed, the powered industrial truck will be given a performance test to ensure that the equipment is safe to operate.
6. Powered industrial trucks will be kept in clean condition, free of dirt, excess oil, and grease.

Changing and Charging Batteries

1. Equipment will be provided to safely flush and neutralize spilled battery acid and electrolytes.

2. Smoking is prohibited in all battery-charging areas.
3. Eyewash equipment will be maintained in all charging areas.
4. Precautions will be taken to prevent open flames, sparks, and electric arcs in charging areas.
5. Employees who change and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE), including gloves, apron, goggles, face shield, and boots at a minimum.

PIT OPERATING PROCEDURES

The general operating procedures outlined below are all safety-related, affecting the Powered Industrial Truck (PIT) operator, the pedestrian, or the load being transported. While many of these procedures may appear to be common sense, they should all be followed to enhance overall safety.

- Only authorized, trained personnel shall operate lift trucks.
- Before the start of the shift, a visual inspection must be conducted. Employees shall not operate an unsafe forklift at any time.
- All operators will wear ANSI-rated safety-toe boots with slip-resistant soles.
- All operators and employees working near and around PITs will wear approved hard hats.
- 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 should not put their fingers, arms, or legs between the uprights of the mast, or beyond the contour of the forklift.
- No person shall ride as a passenger on a forklift or on the load being carried.
- To prevent crush injuries, no person shall stand in front of or behind a PIT and a load.
- If at any time a forklift is found to be in need of repair, defective, or in any way unsafe, the forklift must be taken out of service until it has been restored to a safe operating condition. This includes missing or malfunctioning seat belts.
- All repairs must be made by a manufacturer's authorized representative.
- Manufacturer's operating instructions must be understood and followed by the operator.
- Operation of the controls must be explained and their functions demonstrated.
- Load capacity information must be visible on the PIT's data plate and followed.
- A forklift must never be used to lift a load beyond its capability.

- Fuel tanks must not be filled while the engine is running. Fuel spillage must be avoided.
- Any spillage of oil or fuel must be carefully cleaned following the County's approved spill response procedures. The fuel tank cap must be replaced before the engine is restarted.
- A forklift must not be operated if there is a leak in the fuel system. The leak must first be repaired.
- Seat belts are required to be worn while operating the forklift at all times.
- The operator must always drive slowly enough to make a turn without tipping the forklift and to stop safely for pedestrians and co-workers.
- Wet and slippery driving surfaces should be cleaned where appropriate. Wet or slippery driving surfaces require slower than ordinary speeds.
- A forklift must be kept behind any other moving vehicle by at least three times the length of the forklift.
- The operator must not pass another vehicle at intersections, blind spots, or other dangerous locations. Forklifts shall not be operated on public streets, unless as part of a secured construction zone.
- The operator must slow down and sound the horn at cross aisles and other locations where vision is obstructed from either direction.
- The operator must watch for pedestrians, especially at intersections, passageways, and doors leading from toilets, lunchrooms, and offices.
- The operator must never drive directly toward anyone.
- Stunt driving and horseplay is strictly prohibited and is grounds for disciplinary action.
- A forklift will not be used to elevate a platform or pallet with persons on it, except work platforms specially designed for this purpose. Work platforms must have standard guard rails and must be securely fastened to the forks.
- No one can be allowed to stand or pass under the lift portion of any forklift, whether loaded or empty, because injury may result from mechanical failure or falling objects.
- Before moving or stacking materials, the operator must survey the path of travel to avoid machinery, overhead obstructions, sprinkler systems, manufactured goods, and other obstructions.
- Forklifts must not be overloaded. Overloading will increase the risk that a forklift will tip over and reduce the ability to control it.
- Loaders and/or operators must check the maximum load capacity on the forklift nameplate prior to lifting loads.
- Lifted loads must be neatly piled and cross-tied, where appropriate.
- To reduce the risk of tipping, the load must be laterally centered on the lift forks.

- Carry the load low enough to avoid striking overhead obstructions, such as doorways, electrical conduits, and sprinklers.
- Carry the load only high enough to avoid raised or uneven surfaces.
- Do not raise or lower a load while the forklift is moving.
- Drive the forklift in reverse if bulky items obstruct the front view.
- Easy and gradual starts and stops help prevent loads from shifting.
- Exercise caution on inclines. Always drive with the load pointed uphill (whether ascending or descending).
- Be especially careful going downhill, so that the forklift can be brought to an emergency stop.
- Never load or park the forklift so as to block or obstruct fire aisles, fire equipment, or means of egress.
- Keep forklifts well back from the edge of loading docks and other open-sided floors.
- When the operator must leave the forklift unattended, load engaging means (mast and forks) must be fully lowered, controls must be neutralized, the power must be shut off, and the parking brake must be set. An additional safety precaution is to remove the keys.
- When an operator is dismounted and is within 25 feet of the vehicle and is in view of the vehicle, the engine may be left running. The load engaging mechanism must be fully lowered, controls must be neutralized (transmission in neutral position), and the brakes must be set.
- Wheels must be blocked/chocked if the forklift is parked on an incline.
- Compressed gas cylinders shall be moved only in special pallets designed for this purpose.
- When unloading trucks or trailers, the brakes on the vehicle will be set (locked) and the wheels chocked.

REFERENCES

<u>Agency</u>	<u>Section</u>	<u>Link</u>
Cal-OSHA	Title 8	https://www.dir.ca.gov/samples/search/query.htm
Cal-OSHA	3668	https://www.dir.ca.gov/title8/3668.html

TRAVELING

- County PIT speed limits will be observed and under all travel conditions. A powered industrial truck will be operated at speeds that will permit it to be brought to a stop in a safe manner.

- Three truck lengths 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.
- The powered industrial truck will cross railroad tracks at a diagonal.
- 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 upgrade when driving on ascending or descending.
- Dock boards and bridge plates will be properly secured before they are driven over.
- When the forklift is not carrying a load, the operator shall travel with the forks as low as possible (maximum of 3 inches on paved surfaces). When carrying a load, it should be carried as low as possible (consistent with safe operation, 2 to 6 inches above the surface.)

APPENDIX A - PIT PRE-TRIP INSPECTION CHECKLIST

Operator: _____ Lift _____ Date _____

Safety Items				
Checklist Items	Yes	No	Not Required	Comments
Owner's manual available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher is charged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lights work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Horn works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency brake holds lift from moving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat belt retracts and buckles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat is secured to frame of lift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Seat "Deadman" seat brake works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Solid tires are in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pneumatic tires have appropriate level of air pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All gauges operate normally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Steering wheel turns smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety cage is in good repair				
Fuel Source				
Checklist Items	Yes	No	Not Required	Comments
Batteries charged and secured in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Battery connections are in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LP Tank Secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LP Hose are in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Items				
Checklist Items	Yes	No	Not Required	Comments
There are no leaks around forklift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hoses are in good repair and free of leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chains are in good repair and free of leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mast tilts smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mast raises and lowers smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mast shifts side to side smoothly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Test unloaded mast by raising 6 feet and leaving it sit for 30 seconds. Mast does not descend.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	