

Powered Industrial Trucks

ANY COLLEGE EMPLOYEE OPERATING A FORK TRUCK MUST HAVE A VALID DRIVER'S LICENSE AND MUST ADHERE TO ALL OF CARROLL COMMUNITY COLLEGE'S VEHICLE USE REGULATIONS AS REFERENCED IN THE DRIVER SAFETY SECTION OF THIS OCCUPATIONAL SAFETY AND HEALTH MANUAL.

Purpose

To provide safe work practices in the operation of Powered Industrial Trucks, generally referred to and referenced in this document as Forklifts.

Definitions

1. Powered Industrial Truck - a mobile power-propelled truck used to carry, push, pull, lift, stack, or tier materials.

References

29 CFR 1910.178	Powered Industrial Trucks
ANSI B56.1	Safety Standard for Low Lift and High Lift Trucks

Procedures

1. General Requirements:
 - a. Powered Industrial trucks in operation by college personnel are referred to as Forklifts. None of the forklifts in use on campus extend or articulate more than nominally in directions other than horizontal.
 - b. The College shall keep and maintain copies of the operating and maintenance manual(s) in a weather-resistant storage location on the forklift.
 - c. Only trained persons shall be permitted to operate a forklift.
 - d. The College will keep and maintain blank copies of "Pre-Operation Inspection Checklists" on the forklift, to be completed prior to each use.

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2. Truck Operations:

- a. Do not drive trucks up to anyone standing in front of a bench or other fixed object.
- b. Do not stand or pass under the elevated portion of any truck, whether loaded or empty.
- c. Only authorized personnel are permitted to operate powered industrial trucks.
- d. Employees should not place arms or legs between the uprights of the mast or outside the running lines of the truck.
- e. Personnel are not permitted to ride on a power industrial truck.
- f. When a powered industrial truck is left unattended, fully lower the load, neutralize the controls, shut off the power, set brakes, and block wheels if the truck is parked on an incline.
 - i. A powered industrial truck is considered unattended when:
 - the operator is 25 feet or more away from the vehicle which remains in his or her view; or
 - the operator leaves the vehicle, and it is not in his or her view.
 - ii. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his or her view, the load shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- g. Maintain a safe distance from the edge of ramps or platforms while on any elevated dock, platform, or freight car.
- h. Do not use trucks for opening or closing freight doors.
- i. Set brakes and place wheel blocks to prevent movement of trucks, trailers, or railroad cars while loading or unloading.
 - i. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor.

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- ii. Check the floorings of trucks, trailers, and railroad cars for breaks and weakness before driving onto them.
- j. There shall be sufficient head room under overhead installations, lights, pipes, sprinkler system, etc.
- k. Use an overhead guard as protection against falling objects.
 - i. An overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a falling capacity load.
- l. Use a load backrest extension whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- m. Use only approved industrial trucks in hazardous locations.
- n. Keep fire aisles, access to stairways, and fire equipment clear.
- o. Whenever a truck is equipped with vertical only or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, take the following additional precautions for the protection of personnel being elevated.
 - i. Use of a safety platform firmly secured to the lifting carriage and/or forks;
 - ii. Means shall be provided whereby personnel on the platform can shut off power to the truck; and
 - iii. Use protection from falling objects as necessary by the objects and the operating conditions.
- p. Traveling:
 - i. Observe all traffic regulations, including authorized plant speed limits.
 - ii. Maintain a safe distance, approximately three truck lengths, from the truck ahead, and keep the truck under control at all times.
 - iii. Yield the right of way to ambulances, fire trucks, or other vehicles in emergency situations.

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- iv. Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
- v. The driver shall slow down and sound the horn at cross-aisles and other locations where vision is obstructed.
- vi. If the load being carried obstructs forward view, the driver shall travel with the load trailing.
- vii. Cross railroad tracks diagonally wherever possible.
- viii. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- ix. The driver shall look in the direction of, and keep a clear view of, the path of travel.
- x. Grades shall be ascended or descended slowly.
 - When ascending or descending grades in excess of 10 percent, drive loaded trucks with the load upgrade.
 - On all grades, the load and load engaging means shall be tilted back if applicable and raised only as far as necessary to clear the road surface.
- xi. Under all travel conditions, operate the truck at a speed that will permit it to stop in a safe manner.
- xii. Stunt driving and horseplay is strictly prohibited.
- xiii. The driver shall slow down for wet and slippery floors.
- xiv. Properly secure dockboard or bridgeplates before driving over them.
- xv. Drive over dockboard or bridgeplates carefully and slowly and never exceed their rated capacity.
- xvi. Avoid running over loose objects on the roadway.
- xvii. While negotiating turns, reduce speed to a safe level by turning the hand steering wheel in a smooth, sweeping motion.

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- xviii. Except when maneuvering at a very low speed, turn the hand steering wheel at a moderate and even rate.

- q. Loading:

- i. Handle only stable or safely arranged loads.
 - o Exercise caution when handling off-center loads that cannot be centered.
- ii. Handle only loads within the rated capacity of the truck.
- iii. Adjust the long or high (including multiple-tiered) loads that may affect capacity.
- iv. Operate trucks equipped with attachments as partially loaded trucks when not handling a load.
- v. Place a load engaging means under the load as far as possible; carefully tilt the mast backward to stabilize the load.
- vi. Use extreme care when tilting the load forward or backward, particularly when high tiering.
 - o Tilting forward with load engaging means elevated shall be prohibited except when the load is in a deposit position over a rack or stack.
 - o When stacking or tiering, use only enough backward tilt to stabilize the load.

- r. Operation of the Truck:

- i. If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, take the truck out of service until it has been restored to a safe operating condition.
- ii. Do not fill fuel tanks while the engine is running. Avoid spillage.
- iii. Carefully clean up spillage of oil or fuel and replace the fuel tank cap before restarting the engine.

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- iv. Do not operate any truck with a leak in the fuel system until the leak has been corrected.
- v. Do not use open flames for checking the electrolyte level in storage batteries or the gasoline level in fuel tanks.
- s. Maintenance of Industrial Trucks:
 - i. Authorized personnel shall make all repairs.
 - ii. Conduct those repairs to the fuel and ignition systems of industrial trucks that involve fire hazards only in locations designated for such repairs.
 - iii. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
 - iv. Do not alter industrial trucks so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts.
 - v. Additional counterweighting of fork trucks shall not be done unless approved by the truck manufacturer.
 - vi. Inspect industrial trucks before placing them in service, and do not place them in service if the inspection shows any condition adversely affecting the safety of the vehicle.
 - Make such inspection at least daily.
 - Document the inspection using the Fork Truck Operator's Pre-Operation Inspection Checklist kept on the forklift.
 - vii. Fill water mufflers daily or as frequently as is necessary to prevent depletion of the supply of water below 75 percent of the filled capacity.
 - Do not operate vehicles with mufflers having screens or other parts that may become clogged while such screens or parts are clogged.
 - Remove from service any vehicle that emits hazardous sparks or flames from the exhaust system, and do not return it to service until the cause for the emission of such sparks and flames has been eliminated.

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- viii. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, remove the vehicle from service and do not return it to service until the cause for such overheating has been eliminated.
- ix. Keep industrial trucks in a clean condition, free of lint, excess oil, and grease.
- x. Use only noncombustible agents for cleaning trucks.
 - Do not use low flash point (below 100 degrees F.) solvents.
 - High flash point (at or above 100 degrees F.) solvents may be used.
 - Precautions regarding toxicity, ventilation, and fire hazard shall be consonant with the agent or solvent used.

3. Operator's Responsibilities

- a. Each day before use, the operator shall inspect and functionally test the forklift to complete a "Fork Truck Operator's Pre-Operation Inspection Checklist."
- b. Inspection will include, but is not limited to, the following items:
 - i. Operating controls.
 - ii. Safety devices, including seat belt.
 - iii. Hydraulic and fuel system leaks.
 - iv. Loose or missing parts.
 - v. Tires and wheels.
 - vi. Placards, warnings, control markings, and operating and safety manual(s).
 - vii. Items specified by the manufacturer.
- c. At conclusion of job, the checklist is turned in to the Senior Manager of Facilities, Compliance, and Training for record-keeping purposes.
- d. A forklift found to have deficiencies of safety devices shall be immediately removed from service until repaired.
- e. Load limits specified by the manufacturer shall not be exceeded.
- f. Forklifts shall not be parked on an incline.

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- g. It is the operator's responsibility to read and understand pertinent sections of the operator's manual and to use the forklift according to the instructions provided in it.
 - h. Unattended machines **MUST** have platforms/baskets lowered, power shut off, and key removed.
 - i. Any alteration of protective safety devices is strictly prohibited.
 - j. One person may occupy the seat provided on the forklift. A second person may act as Spotter to help ensure the safety of pedestrians near the operating lift. The Spotter is to observe changing conditions, and direct activities, which could present risk to the Operator.
 - k. Operators must operate controls smoothly, avoiding sudden stops and starts.
4. Operator Training:
- a. Only trained and certified operators shall be permitted to operate a powered industrial truck.
 - b. Employees shall be trained and certified prior to being assigned the task.
 - c. Training shall consist of a combination of formal instruction, practical training, and evaluation of the operator's performance in the workplace.
 - d. A competent person in the skill and knowledge of powered industrial trucks shall conduct the training.
 - e. Training shall be on the type of powered industrial truck the employee will be operating.
 - f. Training topics shall include:
 - i. Operating instructions
 - ii. Truck controls
 - iii. Engine or motor operation
 - iv. Differences between the truck and an automobile
 - v. Steering and maneuvering
 - vi. Visibility
 - vii. Fork and attachment adaptation, operation, and use limitations
 - viii. Vehicle capacity

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- ix. Vehicle stability
 - x. Vehicle inspection and maintenance
 - xi. Refueling
 - xii. Operating limitations
 - xiii. Workplace and related topics
 - xiv. Load stability and stacking
 - xv. Pedestrian traffic
 - xvi. Ramps and slopes
 - xvii. Hazardous locations; and
 - xviii. Environmental conditions
- g. All forklift operators shall be evaluated at least once every three years, or after any one or more of the following:
- i. If the operator is observed operating the truck in an unsafe manner.
 - ii. If the operator is involved in an accident or near-miss incident.
 - iii. If the operator has received an evaluation that reveals the operator is not operating the truck safely.
 - iv. If the operator is assigned to a different type of truck.
 - v. If a condition in the workplace changes in a manner that could affect safe operation of the truck.

Training

Carroll Community College will train employees in the use and inspection of powered industrial trucks applicable to their job duties. This training shall be completed before an employee performs related tasks and shall be conducted by a person competent in the subject matter. The training will be refreshed at intervals stipulated by the current and applicable OSHA standard.

All third-party contractors are responsible to ensure their employees are trained, certified, and/or licensed as required by the industry standards and all applicable OSHA standards related to the scope of work.

Record Keeping and Certification

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1. Carroll Community College shall certify that each powered industrial truck operator has been trained and evaluated.
2. Safety Training records for Carroll Community College employees shall include the following:
 - a. Names of training attendees.
 - b. The dates of the training sessions.
 - c. The contents or a summary of the training sessions.
 - d. The name(s) and title(s) of person(s) conducting the training sessions.
3. Safety Training records shall be maintained for a length of time in accordance with industry and OSHA standards.
4. All third-party contractors are responsible to maintain safety training records for their employees in accordance with industry and OSHA standards.
5. Inspection records for all powered industrial trucks owned by Carroll Community College will be maintained in the Office of the Senior Manager of Facilities, Compliance, and Training.
6. Inspection records for powered industrial trucks will be kept for the length of ownership by Carroll Community College.
7. All third-party contractors will provide proof of current licensing and/or certifications if requested by Carroll Community College.

Revision Notes:

Publication – February 2022

Revised – 9/17/25, titles, nh