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Powered Industrial Trucks Program

1. Written Program. This standard practice instruction will be maintained in accordance with 29 CFR 1910.178 and updated as required. Where no update is required this document will be reviewed annually. Effective implementation of this program requires support from all levels of management within this company. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals, and objectives.

2. Training program. Operator training. Only trained and authorized operators shall be permitted to operate a powered industrial truck. Employees will be trained in accordance with the following guidelines.

2.1 A certified trainer will have the authority to provide training on the operation of powered industrial trucks. This training will be made up of classroom training, hands on practical training, and operator written evaluation.

2.2 Employees of Burns Industrial Equipment will not operate a powered industrial truck (PIT) unless they have received training in accordance with this standard practice instruction.

2.3 Personnel rotated within the company will have their training verified prior to being allowed to operate a PIT.

2.3.1 Refresher training will take place for the following reasons:

- Operating the PIT wrecklessly or incorrectly
- If the operator is involved in an accident with the PIT
- If job description changes forcing different types of PIT to be used
- Warehouse layout change

2.4 Employee personnel records will be annotated with the date, title, and specifics of said training. Every employee expected to operate a PIT will have refresher training every three years.

2.5 Any employee who refuses such training will not be permitted to operate a PIT.

3. Operations Program.

3.0 All operators must wear seat belts before starting the equipment and while the equipment is in use.

3.1 Trucks shall not be driven up to anyone standing in front of a fixed object.

3.2 No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

3.3 Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.

3.4 Arms or legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck.

3.5 When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls will be neutralized, power shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline.

3.5.1 A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.

3.5.2 When the operator is dismounted and within 25 ft. of the truck still in his view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.

3.6 A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks will not be used for opening or closing freight doors.

3.7 The operator of the PIT will check to be certain that brakes have been set and wheel blocks are in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semitrailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.

3.8 The operator will ensure sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. before operating the vehicle in these areas.

3.9 An overhead guard will be used as protection against falling objects. It should be noted that 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.

3.10 A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.

3.11 Only approved industrial trucks will be used in hazardous locations.

3.12 Whenever a truck is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage or forks for lifting personnel, the following additional precautions will be taken for the protection of personnel being elevated.

3.12.1 Use of a safety platform firmly secured to the lifting carriage and/or forks.

3.12.2 Means shall be provided whereby personnel on the platform can shut off power to the truck.

3.12.3 Such protection from falling objects as indicated necessary by the operating conditions will be provided.

3.13 Fire aisles, access to stairways, and fire equipment will be not be obstructed at any time.

3.14 General requirements. Operators:

3.14.1 Will obey Plant/Site speeds and other traffic regulations at all times.

3.14.2 Will operate loaded trucks with forks no more than 6-8 inches above the ground, with the load carried low and tilted back.

3.14.3 Will not raise or lower loads while moving.

3.14.4 If the load is obstructing your view from the front, drive in reverse.

3.14.5 Will use all plant/Site observation mirrors

3.14.6 Will ensure vehicle sound/illuminated warning devices are operational.

3.14.7 Will yield right of way to pedestrians, emergency vehicles, and avoid pedestrian lanes.

3.14.8 Will drive cautiously on uneven or slippery surfaces.

3.14.9 Will ensure the load is pointed uphill when driving up a grade and drive up the grade in reverse with no load.

3.14.10 Will ensure fire protection equipment is carried with the vehicle and is in proper working order.

3.14.11 Will wear eye protection if the equipment does not have an enclosed cab.

3.14.12 Will only use the equipment in the manner in which it was designed and intended for.

3.15 Prestart requirements (Daily Checks) before each shift. Operators:

3.15.1 Will verify that all brakes, controls, gauges, lights, seat belts, and routine operational features are in proper working order. They shall be examined before and after each shift. Defects when found shall be immediately reported and corrected.

3.15.2 Will remove the truck from service any time it is found to be in need of repair, defective, or in any way unsafe, the truck will be taken out of service until it has been restored to safe operating condition.

3.15.3 Will check for leaks and perform necessary operator maintenance before starting vehicle.

3.15.4 Will report deficiencies to maintenance.

3.15.5 The PIT operator shall familiarize themselves with the capacity plate on the PIT and operate the truck within its limitations. You should reference the operators manual for specific capacity plate information.

3.15.6 Will be cognizant of the planned route and aware of areas with inadequate headroom, lighting, obstructions, and floor surface problems.

3.15.7 Will wear the same level of personal protective equipment as the personnel they are directly working with.

3.15.8 Will not engage in stunt driving or horseplay.

3.15.9 Will slow down for wet and slippery floors.

3.15.10 Will properly secure dockboard or bridgeplates before they are driven over. Dockboard or bridgeplates will be driven over carefully and slowly and their rated capacity never exceeded.

3.15.11 Will approach any elevators slowly, and then enter squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set until the desired level is reached.

3.15.12 Motorized hand trucks must enter elevators or other confined areas with load end forward.

3.15.13 Running over loose objects on the roadway surface shall be avoided.

3.15.14 While negotiating turns, speed shall be reduced 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.

3.15.15 Will use extreme care tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated, shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

3.16 Loading/Unloading requirements. Operators:

3.16.1 Will ensure load is within the trucks rated capacity.

3.16.2 Will place load squarely on forks until load touches carriage.

3.16.3 Will ensure load is stable and centered on forks, and stack or tie loose or uneven loads (or ensure proper personnel accomplish this prior to loading).

3.16.4 Will secure the vehicle when not in use to prevent unauthorized personnel from operating the vehicle.

3.16.5 Will tilt the mast back to lift load.

3.16.6 Will proceed straight into trailers or rail cars to load/unload.

3.16.7 Will ensure if loading/unloading onto trucks that the wheels are chocked, brakes are engaged, and loading platform is positioned properly.

3.16.8 Will ensure if loading/unloading onto or from racks the proper safe weight or height-to-load ratio is maintained.

3.16.9 Will ensure if loading/unloading onto or from stacked materials the proper safe weight or height-to-load ratio is maintained.

3.17 Parking requirements. Operators:

3.17.1 Must select flat parking surfaces, away from traffic where the vehicle does not block, doors, pedestrian routes, aisles, exits, etc.

3.17.2 Must not leave a truck unattended or be more than 25 feet from the vehicle without:

3.17.2.1 Fully lowering load-engaging means, neutralizing controls, shutting off power, setting the brakes, and removing the keys.

3.17.2.2 Blocking the wheels if parked on an incline.

3.18 Refueling requirements. Operators:

3.18.1 Refuel only in assigned, ventilated areas containing no ignition sources.

3.18.2 Turn off engine.

3.18.3 Have fire suppression and cleanup equipment available.

3.18.4 Extinguish smoking materials.

3.18.5 Use acid-resistant material-handling equipment and wear corrosion-resistant PPE during battery charging/charging.

3.18.5.1 Remove battery cap slowly and leave open.

3.18.6 Follow the vehicle manufacturer's instructions for gas or propane fueling.

3.18.7 Never use open flame to check fuel level.

3.18.8 Try to prevent spills, clean any spills promptly, replace fuel cap before starting or moving vehicle.

3.18.9 Take empty propane tanks to an authorized compressed gas container disposal/storage area and follow company policy for disposal/storage.

4. Configuration program

4.1 No modifications or additions which affect capacity and safe operation shall be performed without the manufacturers prior written approval. Capacity, operation, maintenance instruction plates, tags, or decals shall be changed accordingly.

4.2 If the truck is equipped with front-end attachments other than factory installed attachments, the truck will be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.

4.3 All nameplates and markings will be verified as being in place and maintained in a legible condition.

5. Powered Industrial Truck Ratings

5.1 Be certain that your truck is the correct fire safety type for the area in which you are working. The proper type designation for a truck is on the capacity plate and the "area of use" decal.

5.2 Underwriter Laboratories (UL) classifies PIT as follows: D, DS, DY, E, ES, EE, EX,G, GS, LP, and LPS.

5.2.1 The D designated units are units similar to the G units except that they are diesel engine powered instead of gasoline engine powered.

5.2.2 The DS designated units are diesel powered units that are provided with additional safeguards to the exhaust, fuel and electrical systems. They may be used in some locations where a D unit may not be considered suitable.

5.2.3 The DY designated units are diesel powered units that have all the safeguards of the DS units and in addition do not have any electrical equipment including the ignition and are equipped with temperature limitation features.

5.2.4 The E designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.

5.2.5 The ES designated units are electrically powered units that, in addition to all of the requirements for the E units, are provided with additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures. They may be used in some locations where the use of an E unit may not be considered suitable.

5.2.6 The EE designated units are electrically powered units that have, in addition to all of the requirements for the E and ES units, the electric motors and all other electrical equipment completely enclosed. In certain locations the EE unit may be used where the use of an E and ES unit may not be considered suitable.

5.2.7 The EX designated units are electrically powered units that differ from the E, ES, or EE units in that the electrical fittings and equipment are so designed, constructed and assembled that the units may be used in certain atmospheres containing flammable vapors or dusts.

5.2.8 The G designated units are gasoline powered units having minimum acceptable safeguards against inherent fire hazards.

5.2.9 The GS designated units are gasoline powered units that are provided with additional safeguards to the exhaust, fuel, and electrical systems. They may be used in some locations where the use of a G unit may not be considered suitable.

5.2.10 The LP designated unit is similar to the G unit except that liquefied petroleum gas is used for fuel instead of gasoline.

5.2.11 The LPS designated units are liquefied petroleum gas powered units that are provided with additional safeguards to the exhaust, fuel, and electrical

systems. They may be used in some locations where the use of an LP unit may not be considered suitable.

In areas classified as hazardous, use only trucks approved for use in those areas. If you are unsure of the classification of the area you wish to enter, ask your supervisor before entering.