



Powered Industrial Truck Safety

Purpose

The purpose of this program is to establish procedures for the safe operation of powered industrial trucks at Hagen Decorators. This program supports compliance with the Occupational Safety and Health Administration Powered Industrial Truck Standard as found in 29 CFR 1910.178. This program applies to all company employees who are responsible for operating material-handling equipment, including forklifts, reach trucks, order pickers and powered pallet jacks.

Definitions

Authorized Operator: A company employee who has satisfactorily completed both classroom and operation training on material-handling equipment at the company's facilities.

Load Center: The horizontal distance from the edge of the load (or the vertical face of the forks or other attachment) to the load's center of gravity.

Rated Capacity: The maximum weight that the powered industrial truck is designed to lift, as determined by the manufacturer.

Responsibilities

The Safety Director has overall responsibility for the program. This person is responsible for:

- Issuing and administering this program and making sure that it satisfies the requirements of all applicable federal, state or local powered industrial truck safety requirements
- Providing initial and periodic training of employees on the safe operation of powered industrial trucks
- Maintaining the training records of all employees included in the training sessions

The Powered Industrial Truck Operator Evaluator is responsible for:

- Assessing the driving skills of employees who are being authorized to operate material-handling equipment in the company's facility

Managers And Supervisors Whose Departments Use Powered Industrial Trucks are responsible for:

- Ensuring that all employees who need to operate powered industrial trucks in their departments have received appropriate training
- Providing observations and feedback to operators to ensure safe equipment operation

The Maintenance Department is responsible for:

- Maintaining all material-handling equipment according to manufacturers' recommendations
- Administering all outside vendor maintenance contracts to service the company's material-handling equipment

Powered Industrial Truck Operators are responsible for:

- Operating all powered industrial trucks in a safe manner consistent with company rules of operation
- Inspecting powered industrial trucks at the beginning of each work shift and completing the appropriate inspection forms
- Reporting all equipment malfunctions and/or maintenance needs to their supervisors immediately

Equipment Inspection And Maintenance

- Each powered industrial truck will be inspected before each shift.
- If repairs are needed on a powered industrial truck that prevent its safe operation, it will be taken out of service until the repairs have been made.
- After repairs have been completed, the powered industrial truck will be given a performance test to ensure that the equipment is safe to operate.
- Powered industrial trucks will be kept in clean condition, free of dirt, excess oil and grease.

Changing And Charging Batteries

- Equipment will be provided to safely flush and neutralize spilled battery acid and electrolyte.
- Smoking will be prohibited in all battery-charging areas.
- Eyewash equipment will be maintained in all charging areas.
- Precautions will be taken to prevent open flames, sparks and electric arcs in charging areas.
- Employees who charge and service batteries and handle corrosive liquids will wear the proper Personal Protective Equipment (PPE).

Trucks And Railroad Cars

- When powered industrial trucks are used to remove products from truck trailers, the brakes will be set on the highway truck and wheel chocks will be placed under the rear wheels by the powered industrial truck operator.
- If powered industrial trucks are to be used in trailers that are not attached to truck tractors, appropriate trailer supports will be installed under the fronts of the trailers.
- Wheel stops will be used to prevent railroad cars from moving during loading and unloading operations.
- Flags and lights will be used to indicate a powered industrial truck is working within a railroad car to prevent the car from being moved or bumped.

Operator Training

- Only trained and authorized operators will be permitted to operate powered industrial trucks.
- Training will consist of classroom safety training and hands-on training with equipment used in the company.

Truck Operations

- When a powered industrial truck is left unattended, the equipment will be put into neutral, the emergency brake will be set and the power will be shut off. When the powered industrial truck is parked on an incline, the wheels will be blocked.
- A powered industrial truck will be considered unattended when the operator is 25 feet or more away or when the vehicle is not in view.
- When the operator has dismounted the powered industrial truck and is within 25 feet of the truck, the load will be lowered, the controls will be neutralized and the brakes will be set.
- Powered industrial trucks will not be used to open or close freight doors.
- Floors of truck trailers will be checked for breaks and weakness before powered industrial trucks are driven on them.
- Only approved powered industrial trucks will be used in hazardous locations.
- When an employee is being lifted by a powered industrial truck, a safety platform will be used that is firmly secured to the lifting carriage and/or forks. An operator will remain at the controls of the truck while the employee is being lifted.
- Fuel tanks will not be filled while the engine is running.
- Oil or fuel spilled on the floor will be cleaned up immediately.

Traveling

- Plant 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 (or two seconds) 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 grades greater than 10%.
- Dockboards and bridgeplates will be properly secured before they are driven over.

Loading

- Only stable and safely arranged loads will be handled.
- Only loads within the rated capacity of the powered industrial truck will be handled.

Recordkeeping

- Operator's Daily Checklist
- Forklift Operator Evaluation Form