

## POWERED INDUSTRIAL TRUCK & MATERIALS HANDLING EQUIPMENT 1200

### I. PURPOSE

In accordance with the powered industrial truck standard found in OSHA Materials Handling Equipment, this plan is designed to ensure the safe operation of:

- forklift/materials handling equipment
- all terrain forklifts
- other material handling equipment

All employees must successfully complete a training course before operating this type of equipment. Certification may be valid for up to a period of three years.

### II. RESPONSIBILITIES

Management is responsible for administering this plan and complying with all federal, state and local regulations on forklift/materials handling equipment safety as well as maintaining the training records.

### III. MAINTENANCE, FUELING AND REPAIR

- A. All forklift/materials handling equipment must be kept clean and free of excess dirt, oil and grease.
- B. Maintenance must be performed on the following:
  1. maintain all material handling equipment according to manufacturer's recommendations
  2. contract with outside vendors, if needed, to perform service on the equipment
  3. keep a maintenance log that lists:
    - a. repairs needed for each forklift/materials handling equipment and
    - b. repairs completed for each forklift/materials handling equipment
- C. Do not operate forklift/materials handling equipment in need of repair until repairs are completed. The equipment must be labeled or tagged: **OUT OF SERVICE, DO NOT USE.**
- D. After repairs are completed, forklift/materials handling equipment must be tested to assure safe operation.
- E. No fuel tanks will be filled while the engine is running.
- F. Oil and fuel spilled on the floor during filling will be cleaned up immediately.

G. Equipment is provided to safely flush spilled fuel and battery acid.

#### IV. GENERAL RULES FOR OPERATOR SAFETY

A. Only trained operators are authorized to operate forklift/materials handling equipment.

B. Forklift/materials handling equipment operators must:

1. comply with company rules for operating the equipment
2. inspect equipment at the beginning of each shift, including completion of an inspection checklist
3. immediately report any maintenance problems or malfunctions to their supervisor

C. All forklift/materials handling equipment checklists are available

D.. Unauthorized personnel are not permitted to ride on a forklift/materials handling equipment. A safe place to ride must be provided where riding is authorized.

E. In hazardous locations, only specially approved industrial forklift/materials handling equipment will be used.

F. An overhead guard must be used to protect the operator from falling objects unless operating conditions do not permit doing so.

G. Special precautions apply to forklift/materials handling equipment that are unattended. Equipment will be considered unattended whenever:

1. the operator is 25 feet or more away; or
2. the forklift/materials handling equipment is not in view.

H. When equipment is left unattended, the operator must:

1. put the equipment into neutral
2. set the emergency brake
3. turn the power off
4. block the wheels (if the equipment is parked on an incline)

## V. GENERAL RULES OF EQUIPMENT OPERATION

- A. No employee will be lifted by the forklift/materials handling equipment unless an approved safety platform is secured to the lifting carriage or forks. An operator must remain at the controls while an employee is being lifted.
- B. Speed limits shall be observed at all times. The forklift/materials handling equipment shall always be operated at a speed that permits safe stopping.
- C. When more than one forklift/materials handling equipment is being operated, the operator shall maintain at least three equipment lengths between the pieces of equipment.
- D. Forklift/materials handling equipment will be kept under control at all times.
- E. The operator will keep a clear view of the path of travel. At corners or when vision is obscured, the operator will slow down and sound the horn.
- A. Only stable and safely arranged loads that are within the forklift/materials handling equipment's rated capacity will be handled.
- B. If a load blocks the operator's view, the forklift/materials handling equipment will be driven backwards.
- C. Loaded forklift/materials handling equipment will be driven with the load upgrade when traveling on an upgrade or decline of more than 10%.
- D. When forklift/materials handling equipment is used to remove materials from truck trailers, employees must:
  - 1. set the brakes on the trailer; and
  - 2. place wheel chocks under the wheels.
- J. Wheel stops will be used to prevent railroad cars from moving during loading and unloading.
- K. All forklift/materials handling equipment will cross railroad tracks at an angle when applicable.
- L. Dock-boards or bridges will be properly secured before they are driven on.

## VI. GENERAL RULES FOR TRAINING

- A. To make sure that each potential operator of a powered industrial truck / materials handling equipment is qualified to do so, the company has implemented a detailed training and evaluation plan. All training and evaluation is to be conducted by a certified trainer with the knowledge and experience to train operators as well as judge their performance.
- B. Only trained drivers who have successfully completed the training program may operate powered industrial trucks / materials handling equipment.
- C. Employee training will consist of both on-the-job and classroom training.
- D. The training program will include the following topics:
  - 1. similarities and differences to automobiles
  - 2. operating instructions and warnings
  - 3. controls and instrumentation
  - 4. engine (motor) operation and maintenance
  - 5. steering and maneuvering
  - 6. visibility (including interference from loading)
  - 7. the use and limitations of forks and other attachments
  - 8. vehicle capacity and stability
  - 9. vehicle inspection and maintenance
  - 10. charging, recharging batteries and refueling
  - 11. warnings, precautions, and limitations, including those in the operator's manual for the type of vehicle
  - 12. surface conditions of the operations
  - 13. probable loads and their stability
  - 14. load manipulation, including stacking and unstacking
  - 15. narrow aisles, hazardous classified places and other restricted places
  - 16. pedestrian traffic
  - 17. ramps and other sloped surfaces
  - 18. closed environments where carbon monoxide or diesel exhaust can accumulate
  - 19. all other potential hazards that may exist in the workplace
- E. An evaluation of the performance of each powered industrial truck / materials handling equipment operator must be conducted at least every three years.
- F. Remedial or refresher courses will be provided whenever:
  - 1. an unsafe operation occurs;
  - 2. an accident or near-miss occurs; or
  - 3. an operator cannot perform the assigned duties.