



ADMINISTRATIVE PRACTICES MANUAL

SAFETY MANUAL – POWERED INDUSTRIAL TRUCKS:

1.0 Scope and Application

This policy contains safety requirements relating to fire protection, design, maintenance, and use of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. This policy does not apply to compressed air or nonflammable compressed gas-operated industrial trucks, nor to farm vehicles, nor to vehicles intended primarily for earth moving or over-the-road hauling.

This policy complies with Chapter SPS 332 (Public Employee Safety and Health) of the Wisconsin Administrative code as promulgated by the Wisconsin Department of Safety and Professional Services and 29 CFR Part 1910.178 (Powered Industrial Trucks) as promulgated by the U.S. Occupational Safety and Health Administration.

2.0 Responsibilities

Risk Management: Support and management of this policy.

Department Heads: Implementation of policy and training requirements.

Supervisors: Ensure policy is adhered to by all employees.

Employees: Follow requirements contained in this policy. Perform daily inspections of trucks before each use.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

3.0 Departmental Polices and Requirements

This policy represents minimum powered industrial truck requirements. Department Heads may develop more specific procedures to be followed in their respective departments.

4.0 Definitions

PIT: Powered Industrial Truck. See scope and application section.

5.0 Training

Training and evaluations for powered industrial truck operators must be conducted by an experienced trainer and will be scheduled by the department. Training will include both classroom and hands-on activities. Dane County may choose to utilize the services of an outside provider for this service or may elect to perform the training in-house.

All training and evaluations must be completed before an operator is permitted to use a powered industrial truck without continual and close supervision. Training shall cover the following basic topics:

- Operator's prior knowledge and skill.
- Types of powered industrial trucks the operator will operate in the workplace.
- Hazards present in the workplace.
- Operator's demonstrated ability to operate a powered industrial truck safely.



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Trained operators shall be evaluated every three years. During this evaluation, operators must demonstrate competency during a hands on driving demonstration. Operators may be required to undergo additional retraining more frequently if:

- The operator is involved in an accident or a near-miss incident.
- The operator has been observed operating the vehicle in an unsafe manner.
- The operator has been determined during an evaluation to need additional training.
- There are changes in the workplace that could affect safe operation of the truck
- The operator is assigned to operate a different type of truck.

6.0 Documentation Requirements

Training certification and evaluations.

7.0 Pre-Qualifications For Powered Industrial Truck Operators

Supervisors shall ensure that all candidates for powered industrial truck operators must meet the following basic requirements prior to starting initial or annual training:

- Have a driver's license and good driving record.
- No adverse vision problems that cannot be corrected by glasses or contacts.
- No adverse hearing loss that cannot be corrected with hearing aids.
- No physical impairments that would impair safe operation of the industrial truck.
- Not taking any medication that affects perception, vision, or physical abilities.

Dane County reserves the right to terminate or cancel the authority for any employee to operate a powered industrial truck.

8.0 General Requirements

- a) Only approved industrial trucks shall be used in hazardous locations. Consult 29 CFR 1910.178 for detailed requirements on truck designations.
- b) Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting shall be provided on the truck.
- c) Concentration levels of carbon monoxide gas created by powered industrial truck operations shall not exceed the levels specified in 29 CFR Part 1910.1000.

9.0 Inspections

All powered industrial truck operators shall complete a vehicle pre-operational safety inspection prior to the use of operation. Inspection records should be turned in to your Supervisor. Do Not Operate the truck if the inspection fails any of the critical inspection items. Contact your Supervisor immediately of any identified or suspected safety or operability issues that may be associated with the truck.

10.0 Safe Operating Procedures

- a) Only authorized and trained personnel will operate powered industrial trucks.
- b) The operator will wear seatbelts at all times in industrial trucks that come with seat-belts as standard equipment.



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- c) The operator will perform pre-operational (visual and operational) inspections prior to using the vehicle.
- d) Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights (when mandated), or horn; and/or missing fire extinguisher, seat belt, or back-up alarm) will be reported for immediate repair or the industrial truck will be taken out of service.
- e) Operators will follow the proper recharging or refueling safety procedures.
- f) Loads will be tilted back and carried no more than six inches from the ground. Loads that restrict the operator's vision will be transported backwards.
- g) Powered industrial truck operators will obey posted speed limits and slow down on wet floors and going around turns.
- h) Operator will sound the horn and use extreme caution when meeting pedestrians, making turns, and cornering.
- i) Passengers may not ride on any portion of a fork lift. Only the operator will ride the fork lift.
- j) If fork lifts are used as a man lift, an appropriate man lift platform (approved cage with standard rails and toe-boards, anchor point and personal fall equipment) will be used and secured to the vehicle.
- k) Aisles will be maintained free from obstructions, marked, and wide enough for safe vehicle operation.
- l) Lift capacity will be marked on all fork trucks. Operators will assure the load does not exceed rated weight limits.
- m) When unattended, the fork truck or industrial vehicle will be turned off, forks lowered to the ground, and the parking brake applied.
- n) All powered industrial trucks (with the exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher.
- o) Operators must report all accidents, regardless of fault and severity, to their supervisor. Department heads will determine the process for conducting appropriate accident investigation. Risk management must be informed of any worker or public injury, and any property damage from an accident.
- p) When loading rail cars and trailers, dock plates will be used. Operators will assure dock plates are in good condition and will store them on edge when not in use.
- q) Rail cars and trailers will be parked squarely to the loading area and have wheels chocked in place. Operators will follow established docking/undocking procedures.

7.0 Changing And Charging Storage Batteries

- a) Battery charging installations must be located in areas designated for that purpose.
- b) Facilities must be provided for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries.
- c) A conveyor, overhead hoist, or equivalent material handling equipment must be provided for handling batteries.
- d) Reinstalled batteries must be properly positioned and secured in the truck.
- e) A carbon filter or siphon must be provided for handling electrolyte.
- f) When charging batteries, acid must be poured into water. Water must not be poured into acid. Wear appropriate PPE (safety glasses, shield, apron, and rubber gloves during this operation)
- g) Trucks must be properly positioned and brakes applied before attempting to change or charge batteries.
- h) Care must be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) must be open to dissipate heat.
- i) Smoking is prohibited in the charging area.



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- j) Precautions must be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
- k) Tools and other metallic objects must be kept away from the top of uncovered batteries.

8.0 Trucks And Railroad Cars

- a) Check the flooring of trucks, trailers, and railroad cars for breaks and weakness before driving onto them.
- b) The brakes of highway trucks must be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks unless a dock-locking mechanism is used.
- c) Wheel stops or other recognized positive protection must be provided to prevent railroad cars from moving during loading or unloading operations.
- d) Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
- e) Positive protection must be provided to prevent railroad cars from being moved while dock boards or bridge plates are in position.

9.0 Operation

- a) If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck must be taken out of service until it has been restored to safe operating condition.
- b) Trucks must not be driven up to anyone standing in front of a bench or other fixed object.
- c) No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
- d) Unauthorized personnel may not ride on powered industrial trucks not designed for multiple riders.
- e) Arms or legs may not be placed between the uprights of the mast or outside the running lines of the truck.
- f) When a powered industrial truck is left unattended, load engaging means must be fully lowered, controls neutralized, power shut off, and brakes set. Wheels must be blocked if the truck is parked on an incline.
- g) A safe distance must be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car. Trucks must not be used for opening or closing freight doors.
- h) There must be sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.
- i) An overhead guard must be used as protection against falling objects. 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.
- j) A load backrest extension must be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- k) Trucks must not be parked so as to block fire aisles, access to stairways, or fire equipment.

10.0 Traveling

- a) All traffic regulations must be observed, including authorized speed limits. A safe distance must be maintained, approximately three truck lengths from the truck ahead, and the truck must be kept under control at all times.
- b) The right of way must be yielded to pedestrians, ambulances, fire trucks, or other vehicles in emergency situations.



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- c) Do not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
- d) The driver must slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver must travel with the load trailing.
- e) Railroad tracks must be crossed diagonally wherever possible. Parking closer than eight feet from the center of railroad tracks is prohibited.
- f) The driver must look in the direction of and keep a clear view of the path of travel.
- g) Grades must be ascended and descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks must be driven with the load upgrade. On all grades, the load and load engaging means must be tilted back if applicable, and raised only as far as necessary to clear the road surface.
- h) Under all travel conditions the truck must be operated at a speed that will permit it to be brought to a stop in a safe manner.
- i) Stunt driving and horseplay is prohibited.
- j) The driver must slow down on wet and slippery floors.
- k) Dock board or bridge plates must be properly secured before they are driven over. Dock board or bridge plates must be driven over carefully and slowly and their rated capacity never exceeded.
- l) Avoid running over loose objects on the roadway surface.
- m) While negotiating turns, reduce speed to a safe level by turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel must be turned at a moderate, even rate.

11.0 Loading

- a) Only stable or safely arranged loads can be handled. Exercise caution when handling off-center loads that cannot be centered.
- b) Only loads within the rated capacity of the truck can be handled.
- c) Adjust the long or high (including multiple-tiered) loads that may affect capacity.
- d) Trucks equipped with attachments must be operated as partially loaded trucks when not handling a load.
- e) A load engaging means must be placed under the load as far as possible. The mast must be carefully tilted backward to stabilize the load.
- f) Use extreme care when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated is prohibited except to pick up a load. An elevated load may not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, use only enough backward tilt to stabilize the load.

12.0 Fueling Safety

- a) Fuel tanks may not be filled while the engine is running. Avoid spillage.
- b) Spillage of oil or fuel must be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.
- c) No truck can be operated with a leak in the fuel system until the leak has been corrected.
- d) Do not use open flames for checking electrolyte level in storage batteries or gasoline level in fuel tanks.
- e) Keep open flames, heat and other sources of ignition away during fueling. No smoking.
- f) Handle LP tanks with care.
- g) No truck can be operated with a leak in the fuel system until the leak has been corrected.
- h) Make sure the valve on the LP tanks is turned off when removing/replacing LP gas cylinder.



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- i) Place empty LP tanks into proper storage area designated for such cylinders.

13.0 Maintenance

- a) Any power-operated industrial truck not in safe operating condition must be removed from service. All repairs must be made by authorized maintenance personnel.
- b) Those repairs to the fuel and ignition systems of industrial trucks that involve fire hazards must be conducted only in locations designated for such repairs.
- c) Trucks in need of repairs to the electrical system must have the battery disconnected before such repairs.
- d) All parts of any such industrial truck requiring replacement must be replaced only by parts equivalent as to safety with those used in the original design.
- e) Industrial trucks must not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer. They also can not be altered either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts. Additional counter-weighting of fork trucks must not be done unless approved by the truck manufacturer.
- f) Industrial trucks must be examined before being placed in service, and must not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination must be made prior to use. Where industrial trucks are used on a round-the-clock basis, they must be examined before each shift. Any defects must be immediately reported and corrected.
- g) 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, the vehicle must be removed from service and not returned to service until the cause for such overheating has been eliminated.
- h) Industrial trucks must be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100 degrees F) solvents must not be used. High flash point (at or above 100 degrees F) solvents may be used.

END POLICY