Powered Industrial Truck Program

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Appendices

Appendix A: Powered Industrial Truck Inspection Forms
I. PURPOSE

The purpose of the University of New Hampshire (UNH) Powered Industrial Truck Program is to provide guidelines to ensure the safe operation of powered industrial trucks. The Occupational Safety and Health Administration (OSHA) Powered Industrial Truck Standard, 29 CFR 1910.178, requires that employers who utilize powered industrial trucks provide training and certify that operators are competent to safely operate each vehicle they are required to use.

II. BACKGROUND

Powered industrial trucks are used in a variety of capacities to carry, lift, stack, and/or tier materials. They are used in many departments including Facilities Operations, Central Receiving, Dining Services, the School of Marine Science and Ocean Engineering, and the College of Engineering and Physical Sciences. UNH currently utilizes the following classes of powered industrial trucks:

- Class II
- Class III
- Class V

III. SCOPE

The requirements of this program are applicable to the UNH Durham campus. The program also applies, to a lesser capacity, non-operators, guests, and visitor. Under no circumstance will any outside guest, visitor, contractor or subcontractor be authorized to operate any UNH powered industrial truck.

IV. RESPONSIBILITIES

A. Office of Environmental Health and Safety

The Office of Environmental Health and Safety is responsible for:

- Coordinating and/or conducting initial class room instruction and refresher training;
- Periodically auditing department records to include inspection forms, maintenance, and training documentation;
- Periodically observing and evaluating certified operators and conducting refresher training as necessary; and
- Annually inspecting the program to determine effectiveness and updating as necessary.

B. Departments

Each department that utilizes powered industrial trucks are responsible for:

- Ensuring all powered industrial trucks under their control are maintained in safe operating condition to include coordinating routine and non-routine maintenance;
• Ensuring that those employees required to operate powered industrial trucks under their direction receive the applicable training as outlined herein;
• Maintaining records of maintenance/service records; and
• Maintaining records of training to include formal instruction, hands on, and practical evaluations.

C. Operators

Each operator is responsible for the following:

• Operating each powered industrial truck they are required to use in a safe manner;
• Only operating those powered industrial trucks they are trained and certified to use;
• Continually observing surroundings for pedestrians during operation;
• Conducting and documenting pre-shift inspections prior to operating any powered industrial truck;
• Participating in required training and practical evaluations;
• Informing their supervisor of any deficiency that renders a powered industrial truck unsafe to operate;
• Informing their supervisor of any accident or condition(s) that arise during their use of a powered industrial truck; and
• Declining to operate any powered industrial truck that has been determined to be unsafe for operation.

D. Pedestrians

All non-operators are responsible for:

• Continually observing for powered industrial trucks;
• Not, under any circumstance, stepping into the path of an on-coming powered industrial truck; and
• Not, under any circumstance, operating any powered industrial truck.

V. TRAINING

All employees required to operate a powered industrial truck at UNH must participate in initial and refresher training which includes formal instruction, hands on training, and a practical evaluation. All training records will be maintained by each department with copies filed with OEHS.

A. Formal Instruction

Prior to employees operating a powered industrial truck at UNH, they will participate in formal instruction. Formal instruction includes lecture and classroom discussion on the safe use of powered industrial trucks. The formal instruction covers the following:

• The difference between a car and powered industrial truck;
• Vehicle stability and capacity to include the vehicle data plate;
• Inspection and maintenance procedures;
• Refueling/recharging operations including personal protective equipment requirements;
• Operating limitations;
• Review of the powered industrial truck operators manual;
• General safety rules regarding the use of powered industrial trucks;
• Basic operations including selecting, picking and placing loads, load manipulation and security, traveling, and parking;
• Pedestrian traffic and safety;
• Fork attachments;
• Site specific operational restrictions and hazardous locations; and
• The requirements of the OSHA Powered Industrial Truck Standard, 29 CFR 1910.178.

Upon completion of the formal instruction each participant will be evaluated to ensure the retention of the materials presented. Each participant will be required to take a formal written examination.

B. Hands-On Training

Following the successful completion of the formal instruction, each operator will participate in hands-on training to learn the basic fundamental operational characteristics of each truck he/she may be required to operate. The level of hands-on training will be determined by the individual trainer. Experienced operators may only require minimal training while new/inexperienced operators will require more one-on-one training and mentoring. Hands-on training will be focused on instructing operators on the actual use of powered industrial truck controls, the working environment, and inspection procedures.

C. Operator Evaluations

Following the successful completion of the formal instruction, and determination by the hands on trainer that the operator is capable of safe operations at UNH, the operator will be required to participate in an operator evaluation.

During the evaluation the operator will be required to conduct tasks they would normally be required to perform as part of their job responsibilities and duties. In addition, should employees be required to operate more than one powered industrial truck they will be evaluated on each vehicle. Operators will be asked to review the vehicle data plate, conduct a pre-shift operator’s inspection, manipulate selected loads, travel within their environment, and use any fork attachments as necessary. Upon successful completion of the operator evaluation, the operator will be certified by UNH for the powered industrial truck(s) they have been evaluated on.

D. Refresher Training

Refresher training will be conducted for each operator when they are observed operating in an unsafe manner, an operator is involved in an accident or near miss, an operator is assigned to operate a new powered industrial truck, or facility conditions change that could impact safe operations. Refresher training will be conducted on an as needed basis and documented.
Should unsafe operations be observed, they will be discussed at the time of observation and documented. Should unsafe operations be repeated, employees can, at the discretion of management, have their operator privileges suspended until such time they are re-trained in the safe operation and re-evaluated.

In addition to the refresher training described above, each employee will be re-evaluated at a minimum of once every three years. As specified above, they will be re-evaluated for each powered industrial truck they are required to operate.

VI. OPERATIONS

A. General Safety Rules

The following basic safety rules apply to all operators of powered industrial trucks.

- No horseplay;
- Travel at a speed not to exceed a brisk walk;
- Seatbelts will be worn on all trucks that are equipped with them;
- Handle only loads that are within the rated capacity of the powered industrial truck;
- Only operate a powered industrial truck from the designated operator’s position;
- DO NOT place any parts of the body outside the operator’s compartment during operation;
- Always look in the direction of travel;
- Use the horn at all corners, cross aisles, doorways, and other areas where vision is restricted or pedestrians may step into the path of travel;
- Only utilize attachments for the loads they were intended for;
- Ensure the wheels on trailers and trucks are chocked prior to entering during loading and unloading;
- DO NOT drive up to anyone standing in front of an object;
- Never allow anyone to pass under the elevated portion of any truck with or without a load;
- Never allow any passengers on a powered industrial truck; and
- Report any and all accidents and near misses.

B. Traveling

- Observe all aisle markings and remain within designated area(s) (should it be necessary to work outside a designated area, ensure the area is delineated prior to accessing the area);
- Maintain a minimum three truck lengths behind a powered industrial truck operating in front of you;
- DO NOT pass another truck;
- DO NOT attempt to turn on ramps or dock plates;
- Should your load obstruct your forward view, travel in the reverse direction;
- Forks will be maintained as low as possible during all traveling;
- Cradle loads during travel if possible;
- Avoid wet floors (if observed stop, clean, and post warning sign);
• During periods of inclement weather if operating outside, exercise caution while operating in slippery conditions;
• DO NOT run over objects on the floor, stop and pick them up; and
• Slow down when approaching corners, cross aisles, doorways, and other areas where vision is restricted or pedestrians may step into the path of travel.

C. Loading and Unloading

• Ensure all loads are secured and stable prior to moving;
• Pull up squarely to any and all racks or loads, stop, elevate forks, then proceed to move into the rack or load to secure. Once secure, pull straight back, stop, lower the load, and then proceed with traveling (eyes will always be on the task taking place); and
• Ensure there is appropriate space to remove and place loads prior to loading and unloading operations.

D. Parking

• Park on a level surface, DO NOT park on ramps or dock plates;
• Park in a location that does not obstruct other facility operations;
• Place the forks on the ground; and
• Turn off the truck, neutralize the controls, and engage the parking brake.

E. Personnel Cages

• Ensure the cage is secured to the forks/mast with a chain and lock, the person in the cage should retain the key for the lock;
• DO NOT tilt the forks while a personnel cage is in use;
• Ensure the powered industrial truck is on a firm and level surface;
• Ensure the controls are in neutral and the parking brake set;
• Lift and lower the person slowly, smoothly and at the request of the person within the cage;
• DO NOT move the truck while the cage is occupied and in the elevated position; lower the cage, have the person exit the cage and then move to the new location; and
• Wear the appropriate fall protection in accordance with the UNH Fall Protection Program while conducting activities within the cage.

F. Fuel Handling

All liquefied petroleum gas (LPG) refueling operations will be conducted at a designated LPG cylinder storage area that is located in an exterior location. All operators must closely watch the fuel gauge to ensure that sufficient fuel remains to drive to the fueling area. During all refueling operations there will be NO SMOKING, open flames, or ignition sources present.

Prior to changing LPG cylinders, operators will close the valve on the cylinder while the truck is running to allow for the purging of residual LPG from the fuel lines. Prior to disconnecting fuel lines operators will don the appropriate personal protective equipment in the form of cryogenic gloves and safety glasses. Once the cylinder is removed it will be transported to an exterior designated empty cylinder storage area.
Prior to the installation of a full LPG cylinder, it will be inspected to ensure there is no damage. At a minimum each LPG cylinder will be inspected for:

- Dents, scrapes, and/or gouges;
- Damage to valves;
- Damage or missing relief valves or debris in the relief valve;
- Any leaks; and
- Damaged or missing seals.

During the installation of new LPG cylinders, all connections will be checked for leaks prior to starting. Should LPG cylinders require manual handling, they will be carried and not rolled.

During fueling with gasoline/diesel, the truck will be parked and the engine turned off. Ensure all the controls are in the neutral position and apply the parking brake. Prior to refueling activities operators will don the appropriate personal protective equipment in the form of protective gloves and safety glasses. Caution will be exercised to ensure the gasoline/diesel is not spilled. Should incidental amounts of gasoline/diesel be spilled it will be cleaned up immediately. Larger releases will require the operator to vacate the area and contact 911. Upon completion of refueling operations the fuel cap will be reinstalled.

G. Battery Charging

Battery powered trucks will be charged only by UNH certified operators. Battery charging will be conducted in a designated location free of open flames, sparks, or other sources of ignition. Prior to charging the battery, the powered industrial truck will be properly positioned and as necessary the parking brake applied. If the battery compartment cover can be opened it will be opened during charging to dissipate heat. Tools or other metallic objects will be kept away from the top of uncovered batteries. Smoking is prohibited in the charging area.

Should it be necessary to inspect electrolyte levels or add fluid to batteries the appropriate personal protective equipment will be utilized. This will involve the use of protective eyewear, protective gloves, face shield, and impervious apron. Each battery charging area where servicing takes place will be equipped with an emergency eyewash station. Emergency eyewash stations will be installed and maintained in accordance with current UNH standards that include the use of tepid water, hands free operation, and be inspected/flushed on a weekly basis.

VII. INSPECTIONS

Prior to the operation of any powered industrial truck, a pre-shift inspection will be completed at the beginning of every work shift. Each inspection will be documented on the powered industrial truck inspection form and placed on a clipboard affixed to each truck. Each subsequent trained and certified operator will review the inspection documentation prior to operation to ensure their (as well as others) safety during operation. At the end of daily operations each completed inspection checklist will be filed and maintained in a designated location by the department responsible for the powered industrial truck. Inspection forms for each UNH powered industrial truck are located in Appendix A.
Any safety deficiency, (such as hydraulic fluid leaks; defective brakes; steering; belly button; lights; horn; missing fire extinguisher; seat belt; and/or back up alarm) must be reported for immediate repair. Specific safety items are identified on each powered industrial truck inspection form. Any truck that is found with any safety deficiency will be removed from service until the necessary repairs are made.

A. Maintenance and Servicing

Scheduled maintenance and servicing will be conducted by the manufacturer, manufacturer’s designated representative, or a qualified powered industrial truck service firm. All servicing and/or maintenance will be coordinated by the department responsible for the powered industrial truck. All maintenance records will be maintained by the applicable department.
Appendix A
Powered Industrial Truck Inspection Forms