

# CHAPTER 23

## POWERED INDUSTRIAL TRUCKS

### INTRODUCTION

Forklifts and powered industrial trucks are an important part of our business. The purpose of this program is to provide a safe environment for employees that ensures that our powered industrial trucks meet the requirements for safety and reliability. Every employee must be trained and evaluated prior to being allowed to drive these vehicles. This program has total management support, and will never be compromised for expediency or monetary concerns.

### PROGRAM RESPONSIBILITIES

#### MANAGEMENT

Management is responsible for providing powered industrial trucks and related equipment that is OSHA and ANSI compliant and identify employees who are affected by this policy and ensure that they receive the required training. Management will provide the required PPE to affected employees and ensure the company is operating in accordance with this policy performing periodic reviews and audits. Management has the responsibility to review this safety policy for effectiveness periodically and when program deficiencies are discovered act immediately to correct them.

#### SUPERVISORS

Supervisors will ensure that no employees perform work on or near powered industrial trucks without receiving the required training. Supervisors will provide communication between employees and management on safety issues, and make sure that employees have available and use all required PPE.

#### EMPLOYEES

Employees must complete all required safety training prior to operating powered industrial trucks. Employees must operate in accordance with this program and wear all required PPE. Most importantly we ask that the employee report any safety issues to a supervisor.

### VEHICLE REQUIREMENTS

All new powered industrial trucks acquired and used by the company must meet the design and construction requirements for powered industrial trucks, established in the "American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1-1969."

Powered industrial trucks must be labeled as being accepted by a nationally recognized testing laboratory and compliant with ANSI standards. All labels, nameplates, and markings must be maintained in a legible condition.

The company will obtain written approval from the manufacturer prior to making any modifications or additions that affect capacity or safe operation of the vehicle. Capacity, operation, and maintenance instruction plates, tags, or decals shall be changed accordingly.

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 attachment combination at maximum elevation with the load latterly centered.

When lighting is less than 2 lumen per square foot, auxiliary directional lighting will be provided on the truck. Forklift operators may not operate where lighting from the area or the vehicle is not sufficient.

## **TRAINING**

Only employees that have been trained and evaluated by an approved HTS AmeriTek competent person will be allowed to drive powered industrial trucks. Operators must be at least 18 years old. The program administrator will coordinate with management to identify authorized trainers who have the knowledge, training, and experience to teach and evaluate industrial truck operators. All trainees will operate vehicles only under the direct supervision of their instructor. The powered industrial truck training program will consist of a combination of formal instruction, practical training, and evaluation of the operator's performance in the workplace.

The training content will include:

1. Operating instructions, warnings, and precautions for the types of trucks, the operator will be authorized to operate.
2. Differences between the truck and the automobile.
3. Truck controls and instrumentation.
4. Engine and motor operation.
5. Steering and maneuvering.
6. Visibility.
7. Operation and limitation of fork and attachments.
8. Vehicles capacity and stability.
9. Inspection and maintenance requirements.
10. Refueling and recharging.
11. Operating limitations.
12. Surface conditions where the vehicle will be operated.
13. Compositions of loads and load stability.
14. Load manipulation, stacking, and un-stacking.
15. Pedestrian traffic in areas where the vehicle will be operated.
16. Restricted places where the vehicle will be operated.
17. Hazardous locations where the vehicle will be operated.
18. Ramps and other sloped surfaces that could affect the vehicle's stability.
19. Closed environments where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
20. Requirements of 29 CFR 1910.178.

Once an employee has completed the training program, he or she will be evaluated for adequate understanding and skill.

The evaluation will include:

1. A demonstration of proper inspection procedures.
2. A demonstration of understanding of the hazards of the workplace.
3. Demonstrations of the ability to drive the vehicle, load the vehicle, and unload the vehicle in a manner that is safe and proper.
4. A demonstration of understanding of the requirements of this program.

Each powered industrial truck operator must have their performance evaluated at least once every three years.

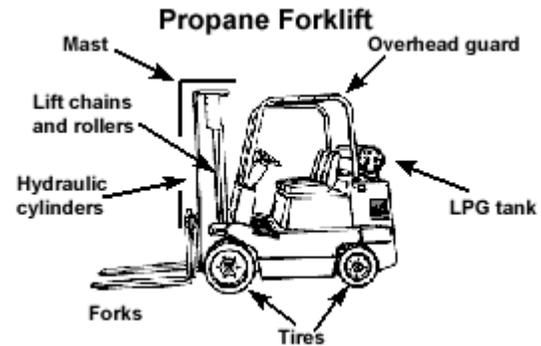
Refresher training will be assigned when any of the following occurs:

1. The operator has been observed to operate the vehicle in an unsafe manner.
2. The operator has been involved in an accident or a near miss.
3. The operator is assigned to drive a different type of vehicle.
4. The operator has received an evaluation that reveals deficiencies.
5. A condition in the workplace has changed in a manner that could affect safe operation.

## INSPECTION

### KEY OFF PROCEDURES

- The vehicle inspection
  - Overhead guard
  - Hydraulic cylinders
  - Mast assembly
  - Lift chains and rollers
  - Forks
  - Tires
  - LPG tank and locator pin
  - LPG tank hose
  - Gas gauge
- Check the engine oil level
- Examine the battery
- Check the hydraulic fluid level
- Check the engine coolant level



### KEY ON PROCEDURES

- Test the front, tail, and brake lights

### ENGINE RUNNING PROCEDURES

- Check the gauges
  - Oil pressure indicator lamp
  - Ammeter indicator lamp
  - Hour meter
  - Water temperature gauge
- Test the standard equipment
  - Steering
  - Brakes
  - Horn
  - Safety seat (if equipped)
  - Forks raised to maximum height
- Check the operation of load-handling attachments
- Check the transmission fluid level

## MAINTENANCE

If at any time a powered industrial truck is found to be in need of repair, defective, or in any way unsafe, the truck shall be taken out of service until it has been restored to a safe operating condition. No truck shall be operated with a leak in the fuel system until the leak has been corrected. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs. Industrial trucks shall be examined before being placed in service, and shall not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Such examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined after each shift. Defects when found shall be immediately reported and corrected.