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INTRODUCTION

Forward

In 1970, the United States Congress established the right of workers to have "safe and healthful working conditions" through the Occupational Safety and Health Act. This act created the Occupational Safety and Health Administration (OSHA). In July, 1994 the state of Ohio adopted and incorporated, by reference, many of the Federal OSHA standards through the Public Employee Risk Reduction Act, Ohio Revised Code 4167.07. This Act and its subsequent rules (Ohio Administrative Code 4167-3-01) required Bowling Green State University and other state institutions to comply with all applicable OSHA standards.

Bowling Green State University’s Powered Industrial Truck Program has been established to comply with Ohio’s Public Employee Risk Reduction Act and the OSHA Powered Industrial Truck standard (29 CFR 1910.178).

Objective

The objective of this program is to establish requirements and training for work involving the operation of a powered industrial truck to

- provide a safe working environment;
- govern operator use of powered industrial trucks and;
- ensure proper care and maintenance of powered industrial trucks.

This program shall be used in conjunction with other BGSU policies and procedures involving the protection of workers in the work place.

Applicability

This program applies to all university employees who operate powered industrial trucks. A powered industrial truck is an industrial vehicle that pushes, pulls, stacks or tiers loads. Powered industrial trucks include fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

This standard does not apply to compressed air or non-flammable compressed gas-operated industrial trucks, farm vehicles, or vehicles intended for earth moving or over-the-road hauling.

Responsibilities

Sr. Industrial Hygienist is responsible for:

- coordinating the Powered Industrial Truck Program;
- assisting departments and areas with implementation and training and;
- updating and evaluating BGSU’s Powered Industrial Truck Program.
Management is responsible for:

- ensuring employees receive adequate training.

Supervisors are responsible for

- attending training offered by Environmental Health and Safety;
- designating an employee in their area that has the knowledge, training, and experience to provide hands-on training for new powered industrial truck operators and evaluating the trainee’s ability to operate the unit(s) safely;
- locating and keeping powered industrial truck instruction manuals;
- completing any required documentation for each powered industrial truck;
- ensuring all employees who operate a powered industrial truck are trained on the Powered Industrial Truck Program and the requirements;
- enforcing BGSU’s Powered Industrial Truck Program by ensuring all employees under their direction comply with all facets of the program; and
- providing a copy of the Powered Industrial Truck Program to employees upon their request.

Employees (PIT Operators) are responsible for

- completely adhering to the requirements of this program and attending required training; and
- performing powered industrial truck inspections for every eight-hour shift.

Program Enforcement

A violation of a University employee's responsibility must be reported to the employee's immediate supervisor for appropriate action.
WORK SITE SPECIFIC INFORMATION

Work site specific information will be gathered by the Sr. Industrial Hygienist in conjunction with the area supervisor using the site specific forms found in Appendix B. The following information must be documented:

- surface conditions where the vehicle will be operated;
- composition of loads to be carried and load stability;
- load manipulation, stacking, and un-stacking;
- pedestrian traffic in area where the vehicle will be operated;
- narrow aisles and other restricted places where the vehicle will be operated;
- hazardous (classified) locations where the vehicle will be operated;
- ramps and other sloped surfaces that could affect the vehicle’s stability;
- closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust;
- other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation; and
- specific controls and instruments for each powered industrial truck on site.
OPERATING PROCEDURES

Operation

The following operating procedures apply:

- Where general lighting is less than 21 lumens per square foot, auxiliary lighting shall be provided on the truck.
- Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
- No person shall be allowed to stand or pass under the elevated portion of the truck, whether loaded or empty.
- Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
- Hands, arms, feet, legs, and head shall at no time be placed between the upright of the mast or outside the running line of the truck.
- Unattended trucks -
  1. When a powered industrial truck is left unattended, load means shall be fully lowered, controls shall be neutralized, power shall be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
  2. A powered industrial truck is unattended when the operator is 25 feet or more away from the vehicle, which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
  3. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
- A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform or freight car. Trucks shall not be used for opening or closing freight doors.
- Brakes shall be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven into.
- There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc.
- An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., but not to withstand the impact of a falling capacity load.
- A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
- Only approved industrial trucks shall be used in hazardous locations.
- Fire aisles, access to stairways, and fire equipment shall be kept clear.
Traveling

- All traffic regulations shall be observed, including authorized speed limits. A safe distance shall be maintained (approximately three truck lengths from the truck ahead), and the truck shall be kept under control at all times.
- The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
- Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
- The driver shall 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 shall travel with the load trailing.
- Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
- The driver shall look in the direction of, and keep a clear view of the path of travel.
- Grades shall be ascended or descended slowly.
  1. When ascending or descending grades in excess of 10 percent, loading trucks shall be driven with loads upgrade.
  2. Unloaded trucks should be operated on all grades with the load engaging means downgrade.
  3. On all grades the load and load engaging means shall be tilted back, if applicable, and raised only as far as necessary to clear the road surface.
- Under all travel conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
- Stunt driving and horseplay shall not be permitted.
- The driver shall slow down for wet and slippery floors.
- Dock board or bridge plates shall be properly secured before they are driven over. Dock boards or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
- Elevators shall be approached slowly, and then entered squarely after the elevator car is properly leveled. Once on the elevator, the controls shall be neutralized, power shut off, and the brakes set.
- Motorized hand trucks must enter elevator or other confined areas with load end forward.
- Running over loose items shall be avoided.
- While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when operating at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.

Load Lifting and Carrying

In order to prevent tipping and load falling hazards, BGSU has established the following load lifting and carrying procedures:

- Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-centered loads, which cannot be centered.
- Only loads within the rated capacity of the truck shall be handled.
- Long or high (including multiple-tiered) loads, which may affect capacity, shall be adjusted.
• When attachments are used, particular care should be taken in securing, manipulating, positioning, and transporting the load. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load. Only manufacturer approved attachments can be used.
• A load engaging means shall be placed under the load as far as possible and the mast shall be carefully tilted to stabilize the load.
• Extreme care shall be used when tilting the load forward or backward, particularly when high tiering. Tilting forward with the load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

Fuel Handling and Storage

The storage and handling of liquid fuels, including gasoline and diesel fuel must be done in accordance with the NFPA Flammable and Combustible Liquids Code (NFPA 30). The storage and handling of liquefied petroleum gas fuel must be done in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA 58).

Battery Charging

Because of the hazards involved in battery charging and changing, only personnel who have been trained in the appropriate procedures, understand the dangers involved, and know the appropriate precautions to take may be allowed to perform this work.

Departments must have an area specifically designated for charging or changing batteries. This area must remain separate from the main aisles and protected from damage by trucks. Good housekeeping procedures are essential. The area must be clean and free of any combustible materials. A moderate temperature range suitable for battery maintenance must also be maintained.

The following safety features must be installed in these areas:

• An eyewash station for workers (except where closed looped systems exist because the splash potential has been eliminated).
• A hose and floor drain for flushing and neutralizing spilled electrolyte.
• Protection of the charging apparatus to prevent damage from vehicles.
• Adequate ventilation for dispersal of vapors from gassing batteries.

Other requirements include:

• Smoking is prohibited in charging areas. Battery charging generates hydrogen gas that may present an explosion hazard. This precaution also applies to open flames, sparks, or electric arcs. An effective means of fire protection must be provided in the area.
• A conveyor, overhead hoist, or equivalent material handling equipment shall be provided for handling batteries (if applicable).
• Reinstalled batteries shall be properly positioned and secured in the truck.
• A carboy tilter or siphon shall be provided for handling electrolyte.
• When charging batteries, acid shall be poured into water; water shall not be poured into acid.
- Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
- Care shall be taken to assure that vent caps are functioning. The battery cover(s) shall be open to dissipate heat.
- Tools and other metallic objects shall be kept away for the top of uncovered batteries.

**Carbon Monoxide Awareness**

Powered industrial trucks with internal combustion engines produce carbon monoxide (CO), an odorless, colorless, and deadly gas produced by the incomplete burning of any material that contains carbon. These materials include gasoline, natural gas, propane, coal, and wood. The most common source of CO is the internal combustion engine. Trucks, cars, forklifts, floor polishers, pressure washers, or any other machine powered by fossil fuels generates CO.

**Pedestrians**

Because powered industrial trucks are typically used near pedestrians, both pedestrians and powered industrial truck operators need to watch out for one another. Pedestrians always have the right-of-way.

**Trucks**

- The brakes of highway trucks shall be set and wheel chocks placed under the rear wheels to prevent the trucks from rolling while they are boarded with powered industrial trucks.
- Fixed jacks may be necessary to support a semitrailer to prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
VEHICLE INSPECTIONS AND MAINTENANCE

Vehicle Inspection

Industrial trucks must 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 must be examined after each shift. Defects must be reported and corrected immediately. An example vehicle inspection form can be found in Appendix C. Vehicle inspections must be retained by the supervisor for six months.

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 safe operating condition. The following procedures also apply:

- The manufacturer’s recommended maintenance and lubrication schedule must be followed.
- Modifications and additions, which affect capacity and safe operation, shall not be performed by the customer or user without manufacturer’s prior written approval. 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 user shall request that the truck be marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered.
- The user shall ensure that all nameplates and markings are in place and are maintained in a legible condition.
- All repairs shall be made by authorized personnel.
- No repairs shall be made in hazardous locations.
- Those repairs to the fuel and ignition systems of trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
- Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- All parts of any such industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
- Industrial trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered, either by the addition of extra parts not provided by the manufacturer or by the elimination of any parts, with the exception of conversion from gasoline to petroleum gas as stated in 1910.178 (q) (12).
- Additional counter weighting of fork trucks shall not be done unless approved by the truck manufacturer.
- Water mufflers shall be filled daily or as frequently as is necessary to prevent depletion of the supply of water below 75 percent of the filled capacity. Vehicles with mufflers having screens or other parts that may become clogged shall not be operated while such screens or parts are clogged. Any vehicle that emits hazardous sparks or flames from the exhaust system shall immediately be removed from service and not returned until the cause for the emission of such sparks and flames has been eliminated.
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 shall be removed from service and not returned to service until the cause for such overheating has been eliminated.

Industrial trucks shall 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 deg. F.) solvents shall not be used. High flash point (at or above 100 deg. F.) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard shall be followed for the agent or solvent used.

Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.

Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.

No truck shall be operated with a leak in the fuel system until the leak has been corrected.

Open flames shall not be used for checking electrolyte level in storage batteries or gasoline levels in fuel tanks.
TRAINING

Trainees may operate a powered industrial truck under the direct supervision of persons who have knowledge, training, and experience to train operators and evaluate their competence and where such an operation does not endanger the trainee or other employees. Prior to permitting an employee to operate a powered industrial truck, except for training purposes, employees must successfully complete required in-class training. Only operators passing the powered industrial truck training course will be permitted to operate a powered industrial truck. The training will be specific for the type of trucks operated and the location they are operated in. The employee will only be authorized to operate those powered industrial trucks for which they have been trained on in the area or location for they have been trained. Supervisors are encouraged to attend this training even if they don’t operate powered industrial trucks so they can better understand ensure the compliance of this program.

Training

The following information will be covered:

- the importance of the powered industrial truck program and procedures;
- a summary of the OSHA powered industrial truck standard;
- an overview of BGSU’s written Powered Industrial Truck Program;
- an explanation of how Environmental Health and Safety can assist departments.
- truck related topics;
- workplace related topics;
- truck operations;
- traveling;
- loading; and
- inspection and maintenance.

Hands-on training will be provided by a designated employee in each department that has the knowledge, training, and experience to train powered industrial truck operators and evaluate their competency. Practical training will include:

- an overview of the truck controls, operation, maintenance, daily inspections;
- demonstrations performed by the trainer; and
- job specific tasks performed and practiced by trainee.

Trainers must be present at all times while trainees are operating lifts.

Training Certification

After successful completion of classroom and hands-on training, the employee will perform a driving test that is designed and administered by the Sr. Industrial Hygienist relative to the normal tasks performed by the employee. Testing performance will be documented on the form found in Appendix E. Once passed, the employee will be issued a license indicating the name of the driver, the date of the training, the name of the instructor, and what type of powered industrial truck the individual is
authorized to operate (See Appendix D). A list of current licensed operators can be extracted from Environmental Health and Safety’s online Learning Management System (Info Pro).

Re-Training

Refresher training in relevant topics is required when:

- an operator has been observed to operate the vehicle in an unsafe manner or;
- the operator has been involved in an accident or a near miss or;
- the operator is assigned to a different truck or;
- the conditions change in an area where the PIT is operated or;
- a new truck is brought into use or;
- the operator has received an evaluation that reveals that the operator is not operating the powered industrial truck safely.

Operator Evaluations

Evaluations must be completed at least once every three years to verify the operator has retained and used the knowledge and skills needed to drive safely. The evaluation will include observation of operation, verbal questioning about safety issues, and signing of the evaluation sheet by the operator and evaluator. This evaluation must be completed by the Sr. Industrial Hygienist.

Accident Reporting

Bowling Green State University’s Injury and Illness Report must be submitted to Environmental Health and Safety if an operator has been involved in an accident or near-miss incident involving a powered industrial truck.
APPENDIX A - DEFINITIONS
DEFINITIONS

**DS designated unit:** are diesel powered units that are provided with additional safeguards to the exhaust, fuel and electrical systems. They may be used in some locations where a D unit may not be considered suitable.

**DY designated unit:** are diesel powered units that have all the safeguards of the DS units and in addition do not have any electrical equipment, including the ignition, and are equipped with temperature limitation features.

**E designated unit:** are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.

**ES designated unit:** are electrically powered units that, in addition to all of the requirements for the E units, are provided with additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures. They may be used in some locations where the use of an E unit may not be considered suitable.

**EE designated unit:** are electrically powered units that have, in addition to all of the requirements for the E and ES units, the electric motors and all other electrical equipment completely enclosed. In certain locations the EE unit may be used where the use of an E and ES unit may not be considered suitable.

**EX designated unit:** are electrically powered units that differ from the E, ES, or EE units in that the electrical fittings and equipment are so designed, constructed and assembled that the units may be used in certain atmospheres containing flammable vapors or dusts.

**G designated unit:** are gasoline powered units having minimum acceptable safeguards against inherent fire hazards.

**GS designated unit:** are gasoline powered units that are provided with additional safeguards to the exhaust, fuel, and electrical systems. They may be used in some locations where the use of a G unit may not be considered suitable.

**LP designated unit:** is similar to the G unit except that liquefied petroleum gas is used for fuel instead of gasoline.

**LPS designated unit:** are liquefied petroleum gas powered units that are provided with additional safeguards to the exhaust, fuel, and electrical systems. They may be used in some locations where the use of an LP unit may not be considered suitable.
SITE SPECIFIC OPERATING ENVIRONMENT

Type of surfaces

Grades (ramps and other sloped surfaces)

Pedestrian traffic

Narrow aisles and other restricted places where vehicles will be operated

Hazardous Locations

- Locations in which flammable gases or vapors are, or may be, present in the air in quantities sufficient to produce explosive or ignitable mixtures.
- Locations which are hazardous because of the presence of combustible dust.
- Locations where easily ignitable fibers or flying particles are present but not likely to be in quantities sufficient to produce ignitable mixtures.

Closed environments and other areas with potential carbon monoxide buildup

Other potentially hazardous conditions that could affect safe operation
## SITE SPECIFIC LOAD INFORMATION

<table>
<thead>
<tr>
<th>Load Identification</th>
<th>Approximate: Weight, Size</th>
<th>Special Handling Techniques, or Attachments Utilized</th>
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</thead>
<tbody>
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</tbody>
</table>
SITE SPECIFIC CONTROLS AND INSTRUMENTATION LIST

Make: ________________

Model: ________________

Identification Number: _________________________

Vehicle Classification: __________________________

Vehicle Maximum Capacity: ______________________________

Vehicle Maximum Lift Height: ____________________________

<table>
<thead>
<tr>
<th>Control/Instrument</th>
<th>Location</th>
<th>Effect or Function</th>
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<tbody>
<tr>
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</tbody>
</table>
APPENDIX C - POWERED INDUSTRIAL TRUCK PRE-OPERATION CHECKLIST
# POWERED INDUSTRIAL TRUCK PRE-OPERATION CHECKLIST

**(SAMPLE)**

**Name:** ______________________________

**Date:** _______________________________

<table>
<thead>
<tr>
<th>CHECKS</th>
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<th>COMMENTS</th>
<th>CHECKS</th>
<th>OK</th>
<th>COMMENTS</th>
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<td>Hydraulic Cylinders</td>
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<td>Safety Switch</td>
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<tr>
<td>Mast Assembly</td>
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<td>Hand Guards</td>
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<tr>
<td>Lift Chains and Rollers</td>
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<tr>
<td>Forks</td>
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<td>Control Lever</td>
<td>Control Lever</td>
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<td>Tires</td>
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<td>Safety Interlock</td>
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<td>Battery Check</td>
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<td>Gripper Jaws</td>
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<td>Hydraulic Fluid</td>
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<td>Propane Odor</td>
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<td>Propane Tank</td>
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<td>Brakes</td>
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<td>Lights</td>
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<td>Transmission Fluid</td>
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<td>Load Handling Attachments</td>
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<td>Windshield Wipers</td>
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<td>Seat Belts</td>
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<td>Other</td>
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</tbody>
</table>

**Other Comments:**

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Date:   Expires:
Name:

This license acknowledges satisfactory completion of a basic powered industrial truck (PIT) operator training program. The above operator is licensed to operate the following types of PITs:

Program Administrator’s Signature: __________________________
POWERED INDUSTRIAL TRUCK OPERATOR EVALUATION

Sample

EMPLOYEE____________________DATE_____TIME____a.m./p.m.

Observe the following:

1. Shows familiarity with truck controls.

2. Gave proper signals when turning and slowed down at intersections.

3. Sounded horn at intersections and obeyed signs.

4. Kept a clear view of direction of travel driving backward when required.

5. Turned corners correctly - was aware of rear end swing.

6. Yielded to pedestrians.

7. Drove under control and within proper traffic aisles.

8. Approached load properly.

9. Lifted and maneuvered load properly.

10. Traveled with load at proper height.

11. Lowered load smoothly/slowly.

12. Stops smoothly/completely.

13. Load balanced properly and forks under load all the way.

14. Carried parts(stock in approved containers.

15. Checked bridge plates/ramps.

16. Placed loads within marked area.

17. Stacked loads evenly and neatly.

18. Checked load weights.

19. Placed forks on the floor when parked, controls neutralized, brake on set, power off.

20. Followed proper instructions for maintenance - checked both at beginning and end.

Evaluator’s Signature: ________________________________
REFERENCES