



## **Fork Lift Policy**

### **Background**

Davidson College maintains and operates forklifts in compliance with all federal and state regulations.

### **Purpose**

This policy seeks to provide powered industrial truck ("PIT") operators with proper procedures for use of all powered industrial lift trucks and to ensure compliance with 29 C.F.R. 1910.178, the federal regulation (OSHA) governing the operation of PITs.

### **Policy**

Only authorized and trained personnel may operate PITs. Training for PIT operators shall be conducted by a certified instructor. All training and evaluation must be completed before an operator is permitted to use a PIT.

### **Accidents**

Operators shall report all accidents, regardless of fault and severity, to the Environmental Health & Safety Manager and the Human Resources Department.

### **Training**

All operational training shall be conducted under close supervision. Training consists of a combination of formal instruction, practical training exercises and evaluation of the operator's performance in the workplace. Refresher training shall be provided to the operator when:

1. The operator has been observed to operate the vehicle in an unsafe manner,
2. The operator has been involved in an accident or near-miss incident,
3. The operator has received an evaluation that reveals that the operator is not operating the truck safely,
4. The operator is assigned to drive a different type of truck,
5. A condition in the workplace changes in a manner that could affect the safe operation of the truck

An evaluation of each operator's performance will be conducted at least every three years.

### **PIT Maintenance**

Compliance with the following is required when maintaining a PIT:

1. All PITs shall be equipped with an overhead carriage, fire extinguisher, rotating beacon, face plate, horn, back-up alarm and directional lighting (if needed).
2. Operators must follow the proper recharging or refueling safety procedures.
3. If PITs are used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards) shall be used.
4. Aisles shall be maintained free from obstructions, marked and wide enough (six foot minimum) for vehicle operation.
5. Lift capacity shall be marked on all PITs. Operator will assure load does not exceed rated limits.
6. When unattended, PITs will be turned off, forks lowered to the ground, parking brake applied and key removed.

### **Changing, Charging, and Storing Batteries**

Compliance with the following is required when changing, charging, and storing batteries:

1. Battery charging installations shall be located in well ventilated areas designated for that purpose.
2. Facilities shall 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.
3. A carboy tilter or siphon shall be provided for handling electrolyte.
4. When charging batteries, acid shall be poured into water, water shall not be poured into acid.
5. Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
6. Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be opened to dissipate heat.
7. Smoking is prohibited in the charging area.
8. Precautions shall be taken to prevent open flames, sparks or electric arcs in battery charging areas. Storage of combustibles is prohibited in charging locations.
9. Tools and other metallic objects shall be kept away from the top of uncovered batteries.

### **Loading Trucks**

Compliance with the following is required when loading any truck:

1. The flooring of trucks and trailers shall be checked for breaks and weakness before they are boarded.
2. 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.
3. Dock plates will be used when loading trucks or trailers. Operators will assure dock plates are in good condition and can be stored on edge when not in use.

## **Operations**

Compliance with the following guidelines are required when operating any PIT.

Prior to use, the PIT operator shall perform a daily pre-inspection using the Powered Industrial Truck Pre-Use Checklist:

### **Powered Industrial Truck Pre-Use Checklist**

A check of the following items (as applicable) is to be conducted by the operator prior to use each shift.

- Tires
  - Chains
  - Steering mechanism
  - Mast
  - Brakes
  - Carriage
  - Hydraulic system
  - Attachments
  - Horn
  - Nameplate
  - Controls
  - Fire Extinguisher
  - Overhead Guard
  - Operating lights; flashing or rotating lights
  - Clutch or Creeper control
  - Load backrest extension
  - Battery connectors
  - Fuel line (for leaks and damage)
  - Exhaust system (for sparks, flame or leaks)
  - Water muffler water level
  - Directional signals
  - Back-up alarm
  - Seat-actuated dead man brake
  - Safety seat restraint system
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1. Loads shall be tilted back and carried no more than six inches from the ground. Loads that restrict the operator's vision will be transported backwards.
  2. Operator shall sound horn and use extreme caution when meeting pedestrians, making turns and cornering.
  3. Passengers may not ride on any portion of a PIT. Only the operator will ride the PIT.
  4. 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. "Safety Defects" include, but are not limited to the following: hydraulic fluid leaks, defective breaks, defective steering, missing face plate, non-working horn, missing fire extinguisher. The PIT will be tagged to identify safety issues and point of contact for repairs.
  5. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.

6. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
7. Arms or legs shall not be placed between the uprights of the mast or outside the running lines of the truck.
8. When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, brakes set and keys removed. Wheels shall be blocked if the truck is parked on an incline.
9. A safe distance shall be maintained from the edge of the ramps or platforms while on any elevated dock, platform or freight car. Trucks shall not be used for opening or closing freight doors.
10. Sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc. should be verified before driving underneath these structures.
11. An overhead guard shall 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.
12. A load backrest extension shall be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
13. Trucks shall not be parked so as to block fire aisles, access to stairways or fire equipment.
14. PITs with internal combustion engines should be operated in well ventilated areas that do not cause the formation of harmful gases.
15. Employees are prohibited from standing or passing under elevated portions of trucks, whether loaded or empty.

## **Traveling**

When traveling in a PIT, the following shall be followed:

1. 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.
2. Other trucks traveling in the same direction at intersections, blind spots or other dangerous locations shall not be passed.
3. The driver shall be required to 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 be required to travel backwards with the load trailing.
4. Railroad tracks shall be crossed diagonally wherever possible. Parking closer than eight feet from the center of railroad tracks is prohibited.
5. The driver shall be required to look in the direction of and keep a clear view of the path of travel.
6. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of ten percent, loaded trucks shall be driven with the load upgrade. 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.
7. 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.
8. Stunt driving and horseplay shall not be permitted.
9. The driver shall be required to slow down for wet and slippery floors.

10. Dock board or bridge plates, shall be properly secured before they are driven over. Dock board or bridge plates shall be driven over carefully and slowly and their rated capacity never exceeded.
11. Running over loose objects on roadway surfaces shall be avoided.

### **Loading**

1. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-centered loads.
2. Only loads within the rated capacity of the truck shall be handled.
3. Trucks equipped with attachments shall be operated as partially loaded trucks when not handling a load.
4. Extreme care shall be used when tilting the load forward or backward.
5. Tilting forward with 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, only enough backward tilt to stabilize the load shall be used.

### **Fueling Safety**

1. Fuel tanks shall not be filled while the engine is running or is hot. Spillage shall be avoided.
2. Spillage of oil or fuel shall be carefully washed away or completely evaporated in a well ventilated area and the fuel tank cap replaced before restarting the engine.
3. No trucks shall be operated with a leaking fuel system.
4. Open flames shall not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

If any deficiencies are noted, the unit is to be placed OUT OF SERVICE until the problem has been corrected. Additionally, it is the operator's responsibility to notify the immediate supervisor and initiate a maintenance request.

### **Safe Operation Procedure for Charging Liquid Propane Gas (LPG) Tank**

#### **No smoking is allowed when managing a liquid propane tank.**

1. Move LPG PIT outside for refueling.
2. Turn off PIT.

LPG tanks will be removed in the following order:

1. Shutoff service valve
2. Disconnect tank from hose
3. Unbuckle and remove tank from bracket

LPG tanks will be replaced in the following order:

1. Place tanks in bracket and re-buckle
2. Reconnect hose to tank and tighten firmly
3. Open valve slowly and assure proper seal

In Case of LPG Leaks or Tank Rupture:

- DO NOT start or move the PIT.
- If fuel hose is leaking, close the valve immediately and place PIT "Out of Service" until repaired.
- If tank ruptures, warn others, immediately leave the area (at least 50 feet) and call 911
- Do not re-enter the area until cleared by Public Safety.

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