

UW Superior Safety Policy Powered Industrial Trucks (Forklifts)

In response to a startling number of forklift-related injuries and workplace property damage, OSHA published a Powered Industrial Truck (PIT) training standard in 1999. This standard will be adopted by the Department of Commerce Safety Division in Chapter Comm 32 of the Wisconsin Administrative Code for implementation in all state and municipal workplaces.

The Powered Industrial Truck Standard, Comm 32 / 29 CFR 1910.178, requires a training program for all operators of PIT's, based on the types of powered industrial trucks in use and the hazards in the workplace. Prior to operating a powered industrial truck, all operators must successfully complete a training program. Refresher training may be required under certain conditions. Evaluation of each operator's performance is required as part of the initial and refresher training, and at least once every three years.

Scope

A powered industrial truck is a mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials. Powered industrial trucks include forklifts, pallet trucks, rider trucks, forktrucks, or lifttrucks, including those that can be ridden or controlled by a walking operator. Vehicles used for earth moving or over-the-road hauling, such as front end loaders, are not included in the definition of a powered industrial truck, and therefore not subject to this policy.

The two types of powered industrial trucks currently in use at UW Superior are forklifts (propane, electric) and a pallet truck. The addition or rental of new/replacement powered industrial trucks at UW Superior will be subject to this policy.

Training Requirements

The training and evaluation of employees must be completed before an employee is assigned to operate a powered industrial truck. UW Superior, as the employer, must certify that each operator has received the training and evaluate each operator after each refresher training and at least once every three years.

The training program must include the general principles of safe truck operation, the types of vehicle(s) being used in the workplace, the hazards of the workplace created by the use of the vehicle(s), and the general safety requirements of the OSHA standard. The training will include formal (lecture, computer based programs, video, etc.) and practical (demonstration and practical exercises) components. Trained operators must be pass a performance test to demonstrate that they know how to do the job properly and safely.

An *evaluation* of each powered industrial truck operator's performance is required to be conducted after initial training, after refresher training, and at least once every three years.

When equipment that is leased or purchased differs in features or design from equipment that

employees have been trained and tested on, the employees must receive training on the new or different features of the new equipment, and complete a performance evaluation on the new equipment.

Refresher training is required 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. 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. Changes in the workplace could affect safe operation of the truck.

Certification

Records that certify that each operator has received the training and has been evaluated will be maintained by UW Superior for a minimum of three years. At a minimum, the written certification record will include the name of the operator, the date of the training, the date of the evaluation, and the identify of the person(s) performing the training or evaluation.

When new operators are hired, the new operator must either complete the training required by UW Superior, or, if the operator has recently completed training a another employer's site, written documentation of the training must be provided for evaluation by UW Superior. If the documentation meets or exceeds the training provided by UW Superior, the training requirements can be waived. Prior to operating a powered industrial truck at UW Superior, the employee **MUST** complete a performance test, even if training was received elsewhere.

Supervisory Requirements

Supervisors of employees who operate powered industrial trucks are expected to attend training and become certified in order to serve as a competent person. For powered lift truck operations, this means someone who, through training and experience, knows the hazards associated with the type of lift truck being used, the loads being handled and the environment in which the truck will be operated.

A competent supervisor must be able to identify unsafe acts and conditions and implement corrective measures. Supervisors must be vigilant in identifying hazardous situations and correct them immediately when they are detected. The supervisor is required to initiate refresher training and performance testing when any of the conditions outlined in the Training Requirements Section of this policy are detected.

Safe Operating Procedures

- ▶ no part of a load must pass over any worker;
- ▶ a lift truck left unattended must be immobilized and secured against accidental movement and forks, buckets or other attachments must be in the lowered position or firmly supported;
- ▶ no load may exceed the maximum rated load and loads must be handled in accordance with the height and weight restrictions on the vehicle's load chart;
- ▶ when a load is in the raised position, the controls must be attended by an operator;
- ▶ if an operator does not have a clear view, a signaller who has been instructed in a code of signals for managing traffic in the workplace must be used;
- ▶ loads must be carried as close to the ground or floor as the situation permits;
- ▶ loads that may tip or fall and endanger a worker must be secured;
- ▶ where a lift truck is required to enter or exit a vehicle to load or unload, that vehicle must be immobilized and secured against accidental movement;
- ▶ a lift truck must not be used to support, raise or lower a worker
- ▶ barriers, warning signs, designated walkways or other safeguards must be provided where pedestrians are exposed to the risk of collision.
- ▶ Operators will complete a truck inspection prior to using the truck.

DAILY INSPECTION CHECKLIST

UWS Electric Forklift Truck # _____

S = Satisfactory N = Not Satisfactory. Do not use the Forklift until repairs are made.

This checklist must be completed each day this forklift is used by the operator(s).

Date & Operators Initials → S=Satisfactory N=Not Satisfactory ↘												
Key Off Procedures												
Check Tires												
Check Battery												
Check hydraulic fluid level												
Inspect Overhead Guard												
Inspect Hydraulic Cylinders												
Inspect Mast Assembly												
Inspect Lift chains and rollers												
Inspect Forks												
Key On Procedures												
Check the gauges												
Check Hour Meter												
Check Battery Discharge Indicator												
Test Horn												
Test Steering												
Test Brakes												
Test front, tail, and brake lights												
Check the operation of load-handling attachments												
Test Safety seat (if equipped)												

File this completed checklist with the Forklift Training Coordinator. This record will be maintained for 3 years past the last inspection date.

HIGHLIGHTS OF OSHA STANDARDS ON POWERED INDUSTRIAL TRUCK OPERATOR TRAINING

Coverage: Powered industrial truck operators in general industry, construction and maritime (shipyards, longshoring and marine terminals) industries. Almost one million powered industrial trucks are in use in the industries covered by the OSHA standards. Industries with the largest number of powered industrial trucks include wholesale trade-non-durable goods (SIC 51), with an estimated 127,000 powered industrial trucks; and food and kindred products (SIC 20), with an estimated 82,000 powered industrial trucks. The construction and maritime sectors are estimated to have about 46,000 and 3,240 powered industrial trucks, respectively.

Operator Selection: The employer must ensure that the employee is competent to operate a powered industrial truck, as demonstrated by successful completion of a training program and evaluation.

Training Program Implementation: The training shall include formal instruction (e. g., lecture, discussion, interactive computer learning, video tape, written material), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee) and evaluation of the operator's performance in the workplace.

Training Program Content: Topics to be covered in the initial training are listed in the standards.

Periodic Evaluation and Refresher Training: Sufficient evaluation and refresher training must be conducted to enable the employee to retain and use the knowledge and skills needed to operate the powered industrial truck safely. An evaluation of each operator's performance must be conducted at least every three years. Refresher training is required if: the operator is involved in an accident or near-miss incident; the operator has been observed operating the vehicle in an unsafe manner; the operator has been determined in an evaluation to need additional training; there are changes in the workplace that could affect safe operation of the truck; or the operator is assigned to a different type of truck.

Certification: The employer must certify that the training and evaluation have been done.

Non-mandatory Appendix: OSHA has included a nonmandatory appendix to provide guidance to employers and employees on understanding the basic principles of stability.

Effective Dates: The effective date for the standards is March 1, 1999. The training and evaluation of employees who are hired before Dec. 1, 1999, must be completed by Dec. 1, 1999. The training and evaluation of employees hired after Dec. 1, 1999, must be completed before the employee is assigned to operate a powered industrial truck.

Common Hazards: Hazards commonly associated with powered industrial trucks vary for different vehicle types, makes and models. For example, a counterbalanced high lift rider truck is more likely to be involved in a falling load accident than a motorized hand truck because the rider truck can lift a load much higher than a hand truck. The methods or means of preventing accidents and protecting an employee from injury also vary for different types of trucks. For example, to protect the driver of a rider truck in a tip over accident, the operator should be trained to remain in the operator's position and to lean away from the direction of fall to minimize the potential for injury.