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1. Purpose:

1.1 The purpose of this procedure is to outline safe operating practices for the operation of powered industrial vehicles (e.g. forklifts, reach truck, golf carts, man lifts, etc.) are important to prevent incidents which may result in injury and property loss.

2. Responsibility:

- 2.1 The Environmental Health and Safety (EHS) Manager is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary.
- 2.2 The EHS Manager and/or Supervisors are responsible for implementation of this procedure, and training of all employees with regard to this procedure.

3. References:


3.1 29 CFR 1910.178 Powered industrial trucks.

4. Procedure:

4.1 Basic Program Implementation and Management

- 4.1.1 The Powered Industrial Vehicle Operator Certification process will be administered by the Safety Department or by their designee.
- 4.1.2 Powered industrial vehicles are to be operated according to:
 - 4.1.2.1 The Federal OSHA regulatory standard based on 29 CFR 1910.178
 - 4.1.2.2 Guidelines outlined in this procedure
 - 4.1.2.3 Facilities operating rules
 - 4.1.2.4 Vehicle manufacturer's operating procedures
- 4.1.3 The following categories of powered industrial vehicles are covered by the scope, specialized training requirements and licensing guidelines in this procedure:
 - 4.1.3.1 Sit Down Dock (LP, Gas) Forklift
 - 4.1.3.2 Manlift/Scissors Lift/Boom Lift
 - 4.1.3.3 Electric Pallet Jack (walk or ride)
 - 4.1.3.4 Personnel Carrier/Golf Cart/Chariot/Other
 - 4.1.3.5 Floor Scrubber

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4.2 Basic Powered Industrial Vehicle Operator Qualifications

- 4.2.1 All operators must provide evidence of a valid motor vehicle license and remain in effect with out suspension or revoked.
- 4.2.2 Abide by The Company's Alcohol, Drug, and Controlled Substance Abuse Policy.
- 4.2.3 Attend the required classroom training and coaching sessions for the specific powered industrial vehicle to be licensed.
- 4.2.4 Completion of the powered industrial vehicle education program will include passing both a written test and various operational test exercises.

4.3 Operator Certification/Evaluation

- 4.3.1 The basic certification requirements discussed in this section cover new operators, new vehicle type operators and the recertification process. These basic requirements are:
 - 4.3.1.1 Documentation proving completion of the powered industrial vehicle education program must be on file prior to licensing any operator.
 - 4.3.1.2 Attend required classroom training for the specific powered industrial vehicle.
 - 4.3.1.3 Pass all written examinations with an 80% or better.
 - 4.3.1.4 Pass various driving test exercises. These driving test exercises shall include pre-operational check of the vehicle and attachments, if applicable
 - 4.3.1.5 Recertification every 3 years.

4.4 Operator Evaluation for Cause

- 4.4.1 Refresher training is required when any of the following conditions occur:
 - 4.4.1.1 If the operator is involved in an accident or a near-miss incident;
 - 4.4.1.2 If the operator has been observed driving the vehicle in an unsafe manner;
 - 4.4.1.3 When the operator is assigned to a different type of truck;
 - 4.4.1.4 If it has been determined during an evaluation that the operator needs additional training: or
 - 4.4.1.5 When there are changes in the workplace that may affect safe operation of the truck.

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4.5 Personal Protective Equipment

4.5.1 Personal Fall Arrest System

4.5.1.1 Approved personal fall arrest must be worn when operating a man lift or any other vehicle where the operator is lifted from the ground.

4.5.2 If an operator's weight is:

4.5.2.1 Less than 350 pounds – a full body harness and a self-retractable lanyard is required. Individuals in this category have no vehicle restrictions.

4.5.2.2 350 pounds and above – operator can only drive a lift that does not require them to be lifted into the air.

4.5.2.3 The weight is a combined weight to include clothing, tools, boxes lifted, etc.

4.5.3 Personal Fall Arrest System must be worn and inspected in accordance with manufacturer's recommendations.

4.5.4 Other Personal Protective Equipment

4.5.4.1 Other personal protective equipment, such as safety glasses, gloves, hearing protection, etc. may be required depending on the task being performed. (i.e. safety glasses are required on the production floor).

4.6 Documentation and Record Retention

4.6.1.1 All training records, including names and training dates, will be maintained in the Safety Department.

5. Safety Rules for Powered Industrial Vehicles

5.1 Before Operation

5.1.1 Only trained and certified operators will operate forklifts and/or other powered vehicles.

5.1.2 A pre-shift inspection shall be performed and documented at the start of each shift.

5.1.3 Down Tags shall be used when unsafe conditions are discovered.

5.1.4 All repairs to a truck must be completed before it is placed into service.

5.1.5 Make sure the forklift is in the neutral position before starting.

5.1.6 Personal protective equipment is required when operating lift trucks. Steel-toed shoes are required when operating a PIV. Harnesses with self-retracting lanyards anchored to the lift is to be used during the operation of any lift that raises employees. Hard hats, safety glasses, and hearing protection should be worn if required for a particular job.

5.2 Truck Operation

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- 5.2.1** All accidents must be reported to your supervisor immediately, no matter how minor.
- 5.2.2** Only the driver may operate a powered industrial vehicle. No passengers are allowed.
- 5.2.3** No employee should be on a lift when they are not clocked in for the day.
- 5.2.4** Bottled drinks with a lid and that are sweat proof are allowed on equipment. No food will be permitted.
- 5.2.5** All parts of the driver's body must remain inside of the truck at all times including the driver's hands, arms, feet and legs.
- 5.2.6** Stunt driver and horseplay are prohibited.
- 5.2.7** Powered vehicles must be kept clean at all times. Excessive oil, grease, and/or lint should not be allowed to build up. Excessive build-up is a fire hazard. High flash point (at or above 100 degrees Fahrenheit) solvents should not be used for cleanup.
- 5.2.8** No modifications may be made to powered vehicles without the manufacturer's approval
- 5.2.9** Seatbelts must be worn if provided by the manufacturer.
- 5.2.10** Check the path of travel at all times for water, oil, fuel, grease, and other substances that could present a hazard.
- 5.2.11** Drivers should check the clearance around the lift truck before it is operated – check each side, rear, front, and above.
- 5.2.12** Trucks should be operated at a safe speed at all times. Drivers must have the powered industrial vehicle under control at all times. Half speed is required in any high pedestrian areas.
- 5.2.13** Parking brakes should be set when the operator is required to leave the vehicle cab.
- 5.2.14** Never dismount any lift until coming to a complete stop.
- 5.2.15** Powered vehicles must not be left unattended with the motor running or the forks raised (loaded or empty).
- 5.2.16** No person shall be permitted to walk under raised forks, whether loaded or empty.
- 5.2.17** Always travel with forks retracted, do not operate lift with forks extended until picking or dropping load.
- 5.2.18** Powered vehicles should not be driven up to anyone standing in front of a fixed object.
- 5.2.19** A load backrest extension should be used for high loads, when possible, to prevent them from falling rearward.
- 5.2.20** Drivers should maintain a safe distance from the edge of ramps and platforms.

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- 5.2.21 Drivers should come to a complete stop and sound the horn at intersection. The ends of warehouse aisles are considered intersections. Before exiting aisles, come to a complete stop and sound the horn.
- 5.2.22 Drivers must obey lighting systems that have been placed at loading docks.
- 5.2.23 Drivers must abide by loading procedures.
- 5.2.24 Never use lift trucks as a jack to lift heavy equipment or other objects heavier than allowed by the capacity rating.
- 5.2.25 Never use a powered vehicle as a battering ram. Use it only for its intended purpose.
- 5.2.26 Ground the forks completely as not to create a hazard when parking the powered vehicle.
- 5.2.27 No double stacked pallets may be moved. The only exception is when receiving in double stacked pallets. Drivers are allowed to move pallets double stacked only while unloading in receiving.
- 5.2.28 Empty pallets may not be stacked or moved exceeding 58 inches in overall height. Empty pallets must be secured to prevent shifting or falling. All empty pallets being stored, must be stacked in a manner that is balanced and stable. No materials are to be stored outside closer than 50 feet from the building.
- 5.2.29 Unstable or badly damaged pallets will not be stored in bulk locations until product is placed on a stable pallet.
- 5.2.30 Empty pallets should be sorted and stored in designated locations.

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