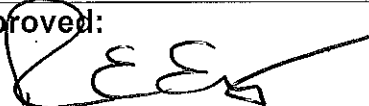




OREGON DEPARTMENT OF FISH AND
WILDLIFE POLICY
Human Resources Division

Title:	Powered Industrial Trucks	HR_480_14
Supersedes:	HR_480_14, dated September 1, 2004	
Applicability:	All employees who are required to operate powered industrial trucks	
Reference:	OAR 437- 2/ E-1910.178	
Effective Date:	November 1, 2011	Approved: 

I. PURPOSE

To establish operating procedures and practices to minimize the hazards associated with the use and maintenance of all powered industrial trucks.

II. DEFINITIONS

Powered Industrial Trucks (PIT): Fork lifts, tractors (not including farm vehicles), platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines.

III. POLICY

Only trained and certified ODFW employees will operate powered industrial trucks. Employees assigned to operate such equipment shall receive appropriate training and certification prior to assignment. Non-certified employees shall not operate the equipment. Failure to comply with the provisions of policy may result in disciplinary action.

A. Operator Qualifications

1. Powered industrial truck (PIT) operators shall inform their supervisor if they have any physical condition that may impair their ability to operate the PIT. These conditions include:
 - a. Adverse vision problems that cannot be corrected by glasses or contacts;
 - b. Adverse hearing loss that cannot be corrected with hearing aids;
 - c. Physical impairments that would impair safe operation of the PIT;
 - d. Neurological disorders that affect balance or consciousness; and/or
 - e. Medication that affects perception, vision, or physical abilities.

2. The operator is not required to inform the supervisor of specific details regarding an adverse physical condition, only that the ability to operate the PIT may be impaired.

B. Training Requirements

Training will consist of a combination of formal instruction taught by a competent person, or a qualified person (e.g., manufacturer's representative or certified trainer) that includes: classroom based training covering basic information; practical training (operating principles demonstrated by the instructor on PIT); practical exercises performed by the trainee under the supervision of the instructor; and, written and practical evaluation of the operator's knowledge and ability to operate the PIT safely.

1. Initial Training

Powered industrial truck operators shall receive initial training in the following topics:

- a. Truck-related topics

- 1) Operating instructions, warnings, and precautions for the types of truck the employee will be authorized to operate;
- 2) Differences between the truck and the automobile;
- 3) Truck controls and instrumentation: where they are located, what they do, and how they work;
- 4) Engine or motor operation;
- 5) Steering and maneuvering;
- 6) Visibility (including restrictions due to loading);
- 7) Fork and attachment adaptation, operation, and use limitations;
- 8) Vehicle capacity;
- 9) Vehicle stability;
- 10) Any vehicle inspection and maintenance the operator will be required to perform;
- 11) Refueling and/or charging and recharging of batteries;
- 12) Operating limitations; and
- 13) Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle the employee is being trained to operate.

- b. Worksite-related topics

- 1) Surface conditions where the vehicle will be operated;

- 2) Composition of loads to be carried and load stability;
- 3) Load manipulation, stacking, and unstacking;
- 4) Pedestrian traffic in areas where the vehicle will be operated;
- 5) Narrow aisles and other restricted places where the vehicle will be operated;
- 6) Hazardous (classified) locations where the vehicle will be operated;
- 7) Ramps and other sloped surfaces that could affect the vehicle's stability;
- 8) Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust; and
- 9) Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

2. Operator Skills Evaluation

- a. Each operator shall demonstrate to the trainer the operator's ability to handle the type(s) of powered industrial trucks to be operated. This evaluation will include the following exercises, as necessary, for the site:
 - 1) Operating the PIT on a flat, even surface. This will include moving forward, in reverse, and turning;
 - 2) Operating the PIT on an uneven and/or rough (e.g., gravel) surface; this will include moving forward, in reverse, and turning;
 - 3) Moving up and down ramps;
 - 4) Loading onto truck trailers and railcars;
 - 5) Stacking and unstacking loads; and
 - 6) Any other specific situations the trainer feels are appropriate (e.g. crossing railroad tracks).
- b. Only those skills necessary at a specific site need be tested.

3. Refresher Training

- a. Refresher training will be conducted at least once every three years to ensure that the PIT operator has the knowledge and skills needed to continue to operate the PITs safely. The refresher training will include a review of the important basic knowledge and a practical "hands-on" exercise for the

instructor's evaluation of the operator. The refresher training will include all the PITs the operator uses.

b. Refresher training in relevant topics will also 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 the operator is not operating the truck safely;
- 4) The operator is assigned to drive a different type of truck; and/or
- 5) A condition in the workplace changes in a manner that could affect safe operation of the truck.

4. Documentation of Training

Documentation will be maintained for each operator who successfully completes the training to indicate that the operator has been trained and his/her skills have been evaluated. The documentation will include the name of the operator, the date of the training, the date of the evaluation, topics covered (see above) and the identity of the person(s) performing the training or evaluation. All PIT initial and refresher training will be entered in i-Learn.

C. Safe Operating Procedures

1. Only trained and certified employees will operate PITs.
2. Operators will only operate those PITs for which they are certified.
3. ODFW may not make any modifications or additions to the PIT that affects the capacity and safe operation of the truck without the manufacturer's prior written approval.
4. All name plates and markings shall be maintained in good shape and be easily readable.
5. The operator will perform daily pre- and post-trip inspections.
6. Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair. The PIT will be taken "Out of Service" until repairs are made and safety systems are operational.
7. Operators will follow the proper recharging or refueling safety procedures.
8. Lift capacity will be marked on all PITs. Operator will ensure the load does not exceed rated weight limits.

9. When unattended, PITs will be turned off, forks lowered to the ground and the parking brake applied.
10. All PITs (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher.
11. Operators will report all near-miss and actual incidents to their supervisor. The supervisor will conduct an Incident Investigation, pursuant to HR_480_05 - Accident Reporting and Investigation.
12. When loading rail cars and trailers, dock plates will be used. Operators will ensure dock plates are in good condition and will store on edge when not in use.
13. Rail cars and trailers will be parked squarely to the loading area and have wheels chocked in place.

C. Changing and Charging Batteries

1. Battery charging installations shall be located in areas designated for that purpose. Each of these areas will be provided with a means for flushing and neutralizing spilled electrolytes, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from off-gassing batteries.
2. An eyewash station capable of flushing eyes for 15 minutes must be in areas where batteries are maintained.
3. A conveyor, overhead hoist, or equivalent material handling equipment shall be provided for handling batteries.
4. Reinstalled batteries shall be properly positioned and secured in the truck.
5. 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.
6. Trucks shall be properly positioned and the brake applied before attempting to change or charge batteries.
7. Care shall be taken to ensure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.
8. Smoking is strictly prohibited in the charging area.
9. Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.
10. Tools and other metallic objects shall be kept away from the top of uncovered batteries.

D. Railroad Cars and Trailers

1. The flooring of trucks, trailers, and railroad cars shall be checked for breaks and weakness before they are driven onto.
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. Wheel stops or other recognized positive protection shall be provided to prevent railroad cars from moving during loading or unloading operations.
4. Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
5. Positive protection shall be provided to prevent railroad cars from being moved while dock boards or bridge plates are in position.

E. Operating Rules for all PIT's

1. 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.
2. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
3. No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
4. Arms or legs shall not be placed between the uprights of the mast or outside the running lines of the truck.
5. When a PIT is left unattended, load-engaging means shall be fully lowered, controls placed in neutral, power shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
6. 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.
7. There shall be sufficient headroom under overhead installations such as lights, pipes, and sprinkler systems.
8. 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, or bagged material, but not to withstand the impact of a falling capacity load.
9. A load backrest extension shall be used whenever necessary to minimize the possibility of all or part of the load from falling rearward.
10. Trucks shall not be parked so as to block fire aisles, access to stairways, or fire equipment.

F. Rules of the Road

1. Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
2. Drivers will 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 will travel with the load trailing.
3. Railroad tracks shall be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.
4. The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
5. Grades shall be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
6. 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.
7. Drivers will slow down for wet and slippery floors.
8. Running over loose objects on the roadway surface shall be avoided.

G. Loading PIT's

1. Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads that cannot be centered.
2. Only loads within the rated capacity of the truck shall be handled.

H. Fueling PIT's

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

I. Maintenance and repairs shall be made by authorized personnel only.

1. Repairs to the fuel and ignition systems of industrial trucks that involve fire hazards shall be conducted only in locations designated for such repairs.
2. Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.

3. All parts of any industrial truck requiring replacement shall be replaced only by parts equivalent as to safety with those used in the original design.
4. 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. Additional counter-weighting of fork lifts shall not be done unless approved by the truck manufacturer.
5. 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. An examination shall be made at least daily. Where industrial trucks are used on a round-the-clock basis, they shall be examined prior to use each shift. Defects when found shall be immediately reported and corrected.
6. 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 the overheating has been eliminated.
7. 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.

J. Responsibilities

1. Employees shall:
 - a. Operate only those PITs for which they are certified, and
 - b. Operate PITs in a safe manner.
2. Supervisors shall:
 - a. Ensure that all PIT operators are trained and certified;
 - b. Observe that PITs are operated safely; and
 - c. Conduct incident investigations.
3. The Safety and Health Manager shall assist all sites in developing training with respect to PIT operation.

IV. POLICY CLARIFICATION

- A. A video based training program is available through the ODFW Safety and Health Manager. This program is useful for presenting some of the formal instruction required by this policy. Local work areas and local discussion about a specific location's PITs must be led by an instructor who is a competent or qualified person. The practical training is best accomplished by having a knowledgeable competent person review the particular PIT's owner's manual and reviewing the particular PIT's controls.

- B. Attachments A through D are provided as training aids and checklist samples.
- C. Attachment A, PIT Training Brochure, can be used as a training aid for new employees or for refresher training.
- D. Attachments B, C, and D can be used as they are or modified to meet the needs of the specific site.

Attachment A PIT Training Brochure
Attachment B PIT Operator Performance Check
Attachment C PIT Training Certification
Attachment D PIT Daily Checklist