

The University of Southern Indiana
INDUSTRIAL LIFT TRUCK PROGRAM

In compliance with OSHA 29 CFR 1910.178, Powered Industrial Truck Standard.

TABLE OF CONTENTS

| | |
|---|---|
| 1 | PURPOSE |
| 2 | SCOPE |
| 3 | RESPONSIBILITIES |
| 4 | CHANGING, CHARGING, AND STORING BATTERIES |
| 5 | MAINTENANCE OF INDUSTRIAL TRUCKS |
| 6 | SAFE OPERATING PROCEDURES |
| 7 | TRAINING |

APPENDIX I - DEFINITIONS

INDUSTRIAL LIFT TRUCK PROGRAM

1.0 PURPOSE

The purpose of the Industrial Lift Truck Program, in accordance with 29 CFR 1910.178, is to inform workers of the hazards involved in operating and maintaining industrial lift trucks.

2.0 SCOPE

This policy covers the communication of industrial lift truck hazards to full and part-time George Washington University employees. The following departments are included in the program:

Procurement -Central Receiving
Grounds – Tractor Operators
HVAC Mechanics – Manlift Operators

3.0 RESPONSIBILITIES

3.1 *Environmental Health and Safety*

3.1.1 Provide formal training to all employees who operate an industrial lift truck.

3.1.2 Inspecting and evaluating the operator's performance in the workplace.

3.2 *Supervisor*

3.2.1 Provide practical training to all employees who operate an industrial lift truck.

3.2.2 Responsible for enforcing all safe operating procedures.

3.3 *Employees*

3.3.1 Responsible for inspecting the lift truck daily.

3.3.2 Obeying all safe operating procedures.

4.0 CHANGING, CHARGING, AND STORING BATTERIES

4.1 Battery charging installations shall be located in areas designated for that purpose.

4.2 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.

4.3 Reinstalled batteries shall be properly positioned and secured in the truck.

4.4 A carboy tilter or siphon shall be provided for handling electrolyte.

4.5 When charging batteries, acid shall be poured into water; water shall not be poured into acid.

4.6 Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.

4.7 Care shall be taken to assure that vent caps are functioning. The battery (or compartment) cover(s) shall be open to dissipate heat.

4.8 Smoking shall be prohibited in the charging area.

4.9 Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas.

4.10 Tools and other metallic objects shall be kept away from the top of uncovered batteries.

5.0 MAINTENANCE OF INDUSTRIAL TRUCKS

- 5.1 Any power-operated industrial truck not in safe operating condition shall be removed from service. All repairs shall be made by authorized personnel.
- 5.2 Those repairs to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated for such repairs.
- 5.3 Trucks in need of repairs to the electrical system shall have the battery disconnected prior to such repairs.
- 5.4 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.
- 5.5 Industrial trucks shall be examined before being placed in service.

6.0 SAFE OPERATING PROCEDURES

- 6.1 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 any truck, whether loaded or empty.
- 6.2 Unauthorized personnel shall not be permitted to ride on powered industrial trucks.
- 6.3 Operator will sound horn and use extreme caution when meeting pedestrians, making turns, and traveling through doors.
- 6.4 Aisle will be maintained free from obstructions, and wide enough for vehicle operation.
- 6.5 When loading trailers, dock plates will be used. Operators will assure dock plates are in good condition and will store on edge when not in use.
- 6.6 Trailers will be parked squarely to the loading area and have wheels chocked in place.
- 6.7 Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads which cannot be centered.
- 6.8 Operators are instructed to report all accidents, regardless of fault and severity, to Risk Management. Risk Management will conduct an accident investigation.

7.0 TRAINING

- 7.1 Each powered industrial truck operator will be competent to operate a powered industrial truck safely, as demonstrated by the successful completion of the training and evaluation.
- 7.2 Prior to permitting an employee to operate a powered industrial truck (except for training purposes), the employer shall ensure that each operator has successfully completed the training required
- 7.3 Trainees may operate a powered industrial truck only:
 - 7.3.1 Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence .
 - 7.3.2 Training shall consist of a combination of formal instruction, practical training, and evaluation of the operator's performance in the workplace.

7.3.3 All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train industrial truck operators and evaluate their competence.

7.4 *Training program content*

7.4.1 Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.

- Surface conditions
- Load manipulation, stacking, and un-stacking
- Pedestrian traffic in areas where the vehicle will operate
- Dock board usage

7.4.2 Truck controls and instrumentation: where they are located, what they do, and how they work.

7.4.3 Engine or motor operation

7.4.4 Steering and maneuvering

7.4.5 Visibility

7.4.6 Fork and attachment adaptation, operation, and use limitations

7.4.7 Vehicle capacity

7.4.8 Vehicle stability

7.4.9 Any vehicle inspection and maintenance that the operator will be required to perform.

7.4.10 Refueling and/or charging and recharging of batteries.

7.4.11 Operating limitations

7.5 *Refresher Training and Evaluation shall be provided to the operator when:*

7.5.1 The operator has been observed to operate the vehicle in an unsafe manner.

7.5.2 The operator has been involved in an accident or near-miss incident.

7.5.3 The operator has received an evaluation that reveals that the operator is not operating the truck safely.

7.5.4 The operator is assigned to drive a different type of truck.

7.5.5 A condition in the workplace changes in a manner that could affect safe operation of the truck.

7.5.6 Once every 3 years an evaluation will be conducted of each powered industrial truck operator's performance.

APPENDIX I

DEFINITIONS

APPROVED TRUCK – Truck that has a label or some other identifying mark indicating it has been approved by a nationally recognized testing laboratory.

FORMAL TRAINING – consists of lecture, discussion, interactive computer learning, video tape, written material.

OPERATOR – Person who has successfully completed the training requirements of this program.

PRACTICAL TRAINING – demonstrations performed by the trainer and practical exercises performed by the trainee.