

## DuPage County Environmental, Safety, Health & Property Loss Control Program

### Powered Industrial Trucks

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**Purpose:** Provide requirements for the use and maintenance of powered industrial trucks and establish requirements for training and certification of operators.

**Policy:** All operators of a powered industrial truck must hold an IDOL/OSHA certification in the safe operation of an industrial truck.

Training and Evaluations shall be conducted by persons who have the knowledge, training and experience to train industrial truck operators and evaluate their competence.

If at any time a “truck” is not in safe operating condition it must be removed from service until repairs are made.

Stunt driving and horseplay shall not be permitted and are grounds for disciplinary action including termination.

**Definition:** A powered industrial truck means; forklifts, tow tractors, platform lift trucks, motorized hand trucks and other specialized industrial trucks powered by electric motors or internal combustion engines. This does not include farm vehicles, nor vehicles intended primarily for over-the-road hauling or earth moving.

**Operator Training and Certification:** All operators must have received training and certification to operate a powered industrial truck.

Training shall consist of a combination of formal instruction (e.g. lecture, discussion, interactive computer based learning, video or DVD, written materials), practical training (demonstrations performed by the trainer and practical exercises performed by the trainee), and evaluation of the operator’s performance in the workplace.

Records of Operator Certification shall include the name of the operator, date of training, date of evaluation, name and employer of person performing the training or evaluation.

**Refresher Training:** Each certified operator is required to participate in refresher training to ensure that they remain knowledgeable about the hazards and safe operation for any one of the following:

1. Operator has been observed operating the truck in an unsafe manner
2. Operator has been involved in an accident or near miss while operating the truck
3. Operator has received an evaluation that reveals that the operator is not operating the truck safely
4. Operator has been assigned to drive a different truck
5. A condition in the work place has changed that could affect the safe operation of the truck

Each operator must be re-evaluated and found competent to operate the truck safely every 3 years.

**Selection of Trucks:** New or replacement trucks must adhere to OSHA 1910.178 requirements.

**Riding on Trucks:** Only the operator can ride on trucks provided with a manufacturer installed seat.

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**Fueling:** Fueling of trucks with combustible engines must be done outside the building. This includes changing of propane fuel tanks.

- Spare propane tanks must be stored securely outside.
- Fuel tanks must never be filled while the engine is running.

**Battery Charging:** Charging shall be located in areas designated and marked for that purpose.

The designated area shall be provided with an emergency eye wash within 10 seconds of unimpeded walking distance, flushing and neutralizing spilled electrolyte, fire protection, protection of the charging apparatus from damage, and adequate ventilation.

- Trucks must have brakes applied before attempting changing or charging batteries
- Smoking is prohibited in the charging area
- Battery compartment covers shall be open to dissipate heat
- Metal tools and objects must be kept away from the top of uncovered batteries
- Adequate material handling equipment should be provided for safe handling of batteries
- A tilter or siphon should be provided for handling electrolyte to prevent back injuries and spilled electrolyte
- When charging batteries, acid should be poured into water, never pour water into acid.
- Precautions must be taken to prevent open flames, sparks or electric arcs in battery charging area

**PPE required when charging :**

1. Safety shoes/boots with steel toe protection
2. Full chemical face shield
3. Non-vented chemical safety goggles
4. Long sleeve shirt and pants
5. Heavy Duty Chemical Resistant Gloves

**Seat Belt Usage:** For trucks with seats operators must wear a restraint (seat belt).

These are designed to keep the operator in their seat if the truck strikes something or overturns. Injury or death is far more likely if the operator attempts to jump out of the truck as it overturns.

**Loading and Unloading trucks or trailers:** Operator must confirm before entering a truck or trailer:

- Truck and or trailer wheels are blocked
- Dock plate is securely in place
- Floor of truck or trailer is safe to drive on

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**Platforms -“Man Baskets”:** Front end loaders, forklifts and similar pieces of equipment shall not be used to support “man baskets” or work platforms unless specifically designed by the manufacturer for such use.

Whenever a lift truck is used to elevate other employees to retrieve parts, tires, or service lights or other equipment, the following additional precautions shall be taken for the protection of employees being elevated:

- A safety platform with handrails will be firmly secured to the lifting carriage or forks.
- If the employee must leave the safety platform, they must use fall protection consisting of a body harness and lanyard to prevent a fall.
- The operator must remain on the fork lift at all times when the other employee is elevated.

#### **Rules of Safe Truck Operations:**

- Trucks must not be driven up to anyone standing in front of a wall or other fixed object.
- Employees must never stand under the elevated portion of any truck, loaded or empty.
- No employee, other than the operator, is permitted to ride on powered industrial trucks.
- The operator must keep arms & legs within the operators cab while operating the truck.
- When a lift truck is left unattended, the forks must be fully lowered, controls neutralized, power shut off, and brakes set.
- Wheels must be chocked if the truck is parked on an incline.
- A safe distance must be maintained from the edge of ramps or platforms while working near the dock.
- Lift trucks must not be used for opening or closing overhead doors.
- Operators must ensure that there is sufficient headroom under overhead installations, lights, pipes, sprinkler system, etc.

**Daily Inspection:** Fork trucks must be inspected before use, and must not be used if the inspection shows any condition that affects the safety of the vehicle. ( Inspection Form Exhibit 1 & Acknowledgment of Inspection Exhibit 2)

- Defects must be reported immediately and corrected.
- When the temperature of any part of any truck is found to be in excess of its normal operating temperature, the vehicle shall be removed from service and not returned to service until the cause for such overheating has been eliminated.
- Lift trucks shall be kept in a clean condition, free of lint, excess oil, and grease.
- Noncombustible cleaning solvents should be used for cleaning purposes

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Record of inspections should be maintained on site in file marked Industrial Truck Inspections.

✓ **Hand Trucks:**

Test brakes \_\_\_\_\_ Check horn if equipped \_\_\_\_\_ Check battery connection \_\_\_\_\_

✓ **Fork Lifts:**

Overhead guard has no broken welds, missing bolts or damaged areas \_\_\_\_\_

Hydraulic Cylinders have no leaks \_\_\_\_\_

Forks are not bent or cracked \_\_\_\_\_

Lift chains and rollers not damaged \_\_\_\_\_

Tires have no large cuts, no missing rubber or separated from rim \_\_\_\_\_ No missing lugs \_\_\_\_\_

Gauges working properly \_\_\_\_\_ Battery caps and terminals in place \_\_\_\_\_

Cables not missing insulation \_\_\_\_\_

Steering has no excessive play and working properly \_\_\_\_\_ Horn works \_\_\_\_\_

Front, tail and brakes lights work \_\_\_\_\_

Back up alarm works *if equipped* \_\_\_\_\_ Warning light works *if equipped* \_\_\_\_\_

Seat belt in good condition \_\_\_\_\_

Propane tank guard properly positioned and locked down \_\_\_\_\_ Propane hose not damaged \_\_\_\_\_

No Odor of propane \_\_\_\_\_

Engine oil level OK \_\_\_\_\_ Engine coolant level OK \_\_\_\_\_ Hydraulic Level OK \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Inspected by (please print) : \_\_\_\_\_

Date: \_\_\_\_\_

FORK LIFT SAFETY INSPECTION ACKNOWLEDGEMENT

PRINT OPERATOR NAME	SIGNATURE	DATE