

# **P-26**

# **Powered Industrial Trucks**

## **I. Policy**

The purpose of the Pennsylvania Department of General Services (DGS) Powered Industrial Truck Program is to insure that safe operating procedures for forklifts are identified and implemented. It is not only the intent of DGS to fully comply with the OSHA Powered Industrial Truck Standard 1910.178, but also to improve the overall safety of General Service's employees. A successful Industrial Powered Truck Program will reduce potential injuries and property damage.

This program will be available to all employees and their designated representatives for review and/or copy upon request.

## **II. References**

- OSHA 29 CFR 1910.178

## **III. Responsibilities**

The Powered Industrial Truck Program is administered by the responsible Supervisor who controls the operation of Powered Industrial Trucks.

The Safety Coordinator is responsible for maintaining the program and ensuring training is obtained for employees.

Supervisors are responsible for identifying training needs and insuring their employees' compliance with this program.

Employees are responsible for complying with this program.

## **IV. Guidance/Program**

### **A. Elements**

This written Powered Industrial Truck Program consists of the following elements:

- Types of powered industrial trucks
- Truck uses
- Operator training
- Truck inspection
- Truck maintenance
- Safe operating procedures

## **B. Types of Powered Industrial Trucks**

All DGS Powered industrial trucks consist of a standard forklift trucks. The powered industrial trucks are either electric powered, diesel or liquid petroleum gas powered. There are no forklifts in any DGS buildings which are intrinsically designed to be used in high hazard (flammable) environments. A list of the trucks is contained in Appendix A.

## **C. Forklift Uses**

Power industrial trucks are used at multiple locations in and around DGS owned and operated buildings; however, a majority are used at DGS warehouse locations, 18<sup>th</sup> and Herr Complex, and the DGS Annex Complex.

## **D. Forklift Inspections**

Powered industrial trucks are required to be inspected at the beginning of each shift that they are used. Any authorized truck operator may conduct the inspection.

- The employee operating the truck at any time is responsible for ensuring that an inspection has been conducted on that shift. If one has not been conducted, the employee will conduct the inspection before operating the truck.
- The “Driver’s Daily Checklist” as shown in Appendix B shall be filled out during the inspection.
- Operators shall check the
  - Engine oil level,
  - Radiator water level,
  - Fuel or battery connection and level,
  - Tire condition,
  - Head and tail light condition,
  - The hour meter, and other gauges or instruments,
  - The function of the horn,
  - Back-up alarms,
  - Steering,
  - Service brakes, parking brake,
  - Lift and tilt controls,
  - Forward and reverse controls,
  - Gauges
- Instructions for checking each of these items can be found in the operating manuals located on each of the trucks.

If any safety problems are found such as problems with the horn, steering, or brakes; the truck will be removed from service until the problem is fixed. Any other minor maintenance problems will be noted on the “Driver’s Daily Checklist.” At the end of the operator’s shift, the operator will complete the checklist and turn it in to their supervisor. Supervisors will review the checklist and give it to the responsible Supervisor. The supervisor will schedule any necessary repairs.

### **E. Forklift Maintenance**

Maintenance will only be conducted by trained, authorized persons or outside contractors

Maintenance employees or contractors will repair trucks in unsafe operating condition as soon as possible. Minor repairs indicated on the “Driver’s Daily Checklist” will also be conducted in a timely manner.

Any repairs to fuel and ignition systems that might involve fire hazards shall be conducted only in the maintenance shop or off-site at the contractor’s facilities. LP gas tanks will be removed from trucks in the maintenance shop for repairs.

## **V. Training**

Training will be provided to all powered industrial truck operators in accordance with the OSHA standard 29 CFR 1910.178. Training will be provided by an outside contractor or by a supervisor who is a certified operator.

All operators are required to participate in both classroom and practical training. They must pass both a written and driving test. Employees who pass both tests will be issued a driver’s license. Employees who do not pass both of these tests will not be permitted to operate a truck.

Employees who have not received training will not be permitted to operate powered industrial trucks except in designated locations, under the supervision of a trained operator, and only for the purpose of training.

Training will be conducted at the time of their initial assignment and at least **every 3 years** thereafter. Retraining will also be conducted when warranted by an accident or other evidence of the operator’s lack of understanding or compliance with the program. The forklift operator’s performance shall be evaluated annually using the checklist in Appendix C. The annual evaluation may be conducted by the Supervisor who is a certified operator.

Training documentation and a written certification of demonstrated competency to operate the specified powered industrial truck will be maintained by the Supervisor for a period of 6 years. The completed checklist in Appendix C can be used to demonstrate competency.

Training will consist of:

### **Truck Related Topics**

- All operating instructions, warnings, and precautions for the types of trucks the operator will be authorized to operate
- Similarities to and differences from automobiles
- Controls and instrument location; what they do and how they work
- Power plan operation and maintenance
- Steering and visibility
- Fork and attachment adaptation, operation, and the limitations of their utilization



- Vehicle capacity
- Vehicle stability
- Vehicle inspection and maintenance
- Refueling or recharging of batteries
- Operating limitations
- Any other operating instructions, warning, or precautions listed in the operator's manual for the type of vehicle which the employee is being trained to operate

### **Workplace Related Topics**

- Surface conditions where the vehicle will be operated
- Composition of probable loads and load stability
- Load manipulation, stacking and un-stacking
- Pedestrian traffic
- Narrow aisles and other restricted places of operation
- Operating the truck on ramps and other sloped surfaces that could affect the stability of the load
- Other unique or potentially hazardous environmental conditions that exist or may exist in the workplace
- Operating the vehicle in closed environments and other areas where insufficient ventilation could cause a buildup of carbon monoxide or diesel exhaust

## **VI. Safe Operating Procedures**

### **A. General**

1. Only trained and licensed employees will be permitted to operate a powered industrial truck.
2. Fire aisles, exits, access to stairways, and fire equipment shall be kept clear.
3. All accidents involving a forklift shall be reported immediately to the Supervisor and Safety Coordinator.
4. Eating and drinking are prohibited while driving a forklift.
5. A safe distance shall be maintained between forklifts when traveling in the same direction – approximately three truck lengths from the truck ahead.
6. The truck shall be kept under control at all times.
7. Other trucks traveling in the same direction at intersections, blind spots, and other dangerous locations shall not be passed.
8. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
9. Railroad tracks shall be crossed diagonally whenever possible.
10. Trucks shall be parked no closer than 8 feet from the center of railroad tracks
11. The driver shall look in the direction of, and keep a clear view of the path of travel.
12. The truck shall be driven with the forks low to the floor.
13. The driver shall insure that there is sufficient clearance under overhead installations, lights, pipes, sprinkler systems, etc.



14. Drivers shall use caution when traveling from bright daylight areas to dimly lit areas, and vice versa.
15. 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.
16. Stunt driving and horseplay are not permitted.
17. The driver shall slow down for wet and slippery floors.
18. Running over loose objects on the road surface shall be avoided.
19. While negotiating turns, speed shall be reduced to a safe level.
20. Grades shall be ascended or descended slowly.
21. When ascending or descending grades in excess of 10%, loaded trucks shall be driven with the load upgrade.
22. On all grades, the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
23. Trucks shall be driven straight up or down ramps to prevent tipping.
24. The mast shall not be raised or lowered while the truck is traveling.
25. If the load being carried obstructs the forward view, the driver shall be required to travel with the load trailing. However, the driver shall only travel in reverse when the load obstructs his view.
26. Only an approved safety platform will be used to lift employees who need to perform work overhead. The platform must be securely fastened to the mast and/or forks. A means shall be provided whereby the personnel must stay at the controls at all times when someone is on the platform.
27. When a driver dismounts the truck that remains in his view within 25 feet, he/she shall fully lower the load engaging means, neutralize the controls, and set the parking brake to prevent movement.
28. When a driver dismounts the truck that does not remain within his view or within 25 feet, the truck is unattended and the driver shall fully lower the load engaging means, neutralize the controls, set the parking brake, and turn off the power.
29. Forklift operators are not permitted to carry passengers.
30. Arms and legs are prohibited from being placed between the uprights of the mast or outside the running lines of the truck.
31. Operators shall keep the operator's compartment free from foreign objects, oil, grease, mud and snow to minimize the danger of slipping or stumbling.
32. If the forklift has a seatbelt, the operator shall wear it. Removing seat belts is prohibited.
33. Operators shall sound their horn whenever an object blocks their vision or when approaching blind spots such as corners.
34. Operators shall give pedestrians the right of way.
35. The operator shall not be permitted to drive up to another person standing in front of a bench or other hard surface.
36. No person shall be permitted to stand or pass under the elevated portion of any truck whether loaded or empty.
37. Batteries shall be changed by trained, authorized employees only.
38. LP tanks shall be changed by the operator.
39. Operators shall know or approximate the weight of the load and check the forklift's rated capacity before raising the load.
40. Operators shall conduct an inspection of their truck at the beginning of each shift and shall complete a "Driver's Daily Checklist".
41. Operators shall inspect the load for stability, projections, poor stacking, and damaged skids or pallets before lifting it.



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42. The forklift's controls shall only be operated from the driver's seat.
43. The mast shall be tilted back slightly when traveling with a load.
44. Unstable or leaning stacks shall be restacked.
45. The forks shall not be used to push or ram loads.
46. Loads shall be stacked no closer than 18 inches below the sprinkler heads.
47. If an LP powered truck is idle in the maintenance shop for more than 30 minutes, the tank shall be removed and stored in the designated racks.
48. Smoking shall not be permitted on forklifts, in the battery charging area, or in the LP tank storage area.

## **B. Loading/Unloading Trailers**

1. Operators shall check that the dock plate is secured before driving on it.
2. Operators shall check the condition of the trailer before entering.
3. The operator shall not exceed the rated capacity of the dock plate.
4. Forklifts shall not be used to open or close freight doors.
5. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, platform, or freight car.
6. Before entering a trailer, the brakes on the trailer shall be set and both back wheels chocked.
7. If the trailer is not coupled to a tractor, it shall have a fixed jack for support.
8. The forklift operator is responsible for insuring that the trailer is properly chocked and supported.

## **VII. Appendices**

**Appendix A Powered Industrial Truck Inventory**

**Appendix B Driver's Daily Checklist**

**Appendix C Powered Industrial Truck Safe Operation Certification**

## Appendix A Powered Industrial Truck Inventory

Make	Model	Serial #	Equipment #	Year	Engine Type	Building-Location	Inspection Date
Hyster	E40XM2S	D114N01746Z			Electric	Warehouse – 1549 Bobali	
Hyster	E30XL	C114V06966R			Electric	Warehouse – 1549 Bobali	
Yale	ERP040TGN36TF078	E807N05005A			Electric	Warehouse – 1549 Bobali	
Daewoo	BC25S-2	CK-00062			Electric	Warehouse – 1549 Bobali	
Yale	NR035	B815N01525V			Electric	Warehouse – 1549 Bobali	
Hyster	W60XT	E135H03375V			Electric	Warehouse – 1549 Bobali	
Hyster	W40Z	B218N02302Z			Electric	Warehouse – 1549 Bobali	
Clark	WP40	WP40-0512-PM8022			Electric	Warehouse – 1549 Bobali	
Yale	ERP035TFN36TQ077	B807N02639V			Electric	Warehouse – Gibson(Revenue)	
Yale	ERP040TGN36TF078	E807N02647X			Electric	Warehouse – 905 Elmerton	
Yale	NR035	C815N05172C			Electric	Warehouse – 905 Elmerton	
Crown	PE3000	6A130211			Electric	Warehouse – 905 Elmerton	
Hyster	W40XT	A218H06624X			Electric	Warehouse – 905 Elmerton	
Cushman	Stock Chaser	98003960			Electric	Warehouse – 905 Elmerton	
Yale	CS030	A801N06974U			Electric	Warehouse – 905 Elmerton	
Yale	NR035	A815N05174C			Electric	Warehouse – 905 Elmerton	
Yale	CS030	A801N06922U			Electric	Warehouse – 905 Elmerton	
Clark	GCS20	G138I-0219-6811			Propane	Warehouse – 905 Elmerton	
Daewoo( DEKA)	BC18T	BM-00023			Electric	Warehouse – 22 <sup>nd</sup> & Forster	
Hyster	S40XL	D177G46204V	TP120		Propane	Warehouse – 22 <sup>nd</sup> & Forster	
Hyster	S40XL	A187V16457L			Propane	Warehouse – 22 <sup>nd</sup> & Forster	
Hyster	W40XT	A218H06628X			Electric	Warehouse – 22 <sup>nd</sup> & Forster	
BT Prime-Mover	HMX65	HMX6525307002			Electric	Warehouse – 22 <sup>nd</sup> & Forster	



Daewoo( DEKA)	BC25S	28-00988			Electric	State Surplus – 22 <sup>nd</sup> & Forster	
Hyster	E60MM	F108G09795U			Gasoline	Garage - 22 <sup>nd</sup> & Forster	
Hyster	S35XL	B010B3662F			Propane	Federal Surplus – 22 <sup>nd</sup> & Forster	
Hyster	S40XL	C187V10031R			Propane	Federal Surplus – 22 <sup>nd</sup> & Forster	
Hyster	S40XL	A187G088505	8224	1988	Propane	Federal Surplus – 22 <sup>nd</sup> & Forster	
Hyster	Military H5OXL	D177G20239X	D177G20239X		Gasoline	Federal Surplus – 22 <sup>nd</sup> & Forster	
Allis Chalmers	ACP150 (military)	132730	83E-101		Diesel	Federal Surplus – 22 <sup>nd</sup> & Forster	
Hyster	H155XL	F006G05578M			Diesel	Federal Surplus – 22 <sup>nd</sup> & Forster	
Mitsubishi	30	2FBC30			Electric	Metrology Lab- 22 <sup>nd</sup> & Forster	
Clark	GCS30-S		G138MS-0177-5521FA-8-85		Propane	Publications-10th & Market	
Allis Chalmers	ACE 30 B	ALR526188			Electric	East Wing (NOB Upper Dock)	
Clark	G50S				Diesel	18 <sup>th</sup> & Herr – Lower Lot	
Clark	TM20	TM247-0015-9344			Electric	18th & Herr - Arsenal Bldg	
Hyster	65	SH1778H2436A		2003		Annex-Garage Bldg #51	
Linde	E15	324G10102751			Electric	annex-Maintenance Bldg #55	

## Appendix B

### Operators Daily Checklist

Check Before the Start of Each Shift

Circle One: Gas, LPG, Diesel, Electric		Truck Number	
Truck Number	Operator	Supervisor	
Hour Meter Reading	Start of Day	End of Day	
Check Boxes Accordingly: <input type="checkbox"/> Okay <input type="radio"/> Needs attention or Repair			
<b>VISUAL CHECKS</b>		<b>OPERATIONAL CHECKS</b>	
Tire Condition	<input type="checkbox"/> <input type="radio"/>	Horn	<input type="checkbox"/> <input type="radio"/>
Head and Tail Lights	<input type="checkbox"/> <input type="radio"/>	Steering	<input type="checkbox"/> <input type="radio"/>
Warning Lights	<input type="checkbox"/> <input type="radio"/>	Service Brakes	<input type="checkbox"/> <input type="radio"/>
Hour Meter	<input type="checkbox"/> <input type="radio"/>	Parking Brakes	<input type="checkbox"/> <input type="radio"/>
Other Gauges	<input type="checkbox"/> <input type="radio"/>	Hydraulic Controls	<input type="checkbox"/> <input type="radio"/>
Obvious Damage/Leaks	<input type="checkbox"/> <input type="radio"/>	Seat Brake	<input type="checkbox"/> <input type="radio"/>
Engine Oil Level	<input type="checkbox"/> <input type="radio"/>	Battery Load Test	<input type="checkbox"/> <input type="radio"/>
Radiator Water Level	<input type="checkbox"/> <input type="radio"/>	<b>Note: Watch Battery Indicator While Holding Tilt Lever on Full Back Tilt. If Needle Falls to Red Area, Battery Doesn't Have Sufficient Charge to Operate Truck Properly.</b>	
Fuel Level	<input type="checkbox"/> <input type="radio"/>		
Battery Plug Connection	<input type="checkbox"/> <input type="radio"/>	Battery Discharge Indicator	<input type="checkbox"/> <input type="radio"/>
<b>Note: Be Sure Connection is Tight.</b>		<b>Note: Key on Needle Should Indicate Green Area.</b>	

**Remarks:** Explain all items needing attention or repair. Use back as necessary.

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**Appendix C**  
**Powered Industrial Truck**  
**Performance Evaluation**

Department: \_\_\_\_\_  
Operator Name: \_\_\_\_\_

Date: \_\_\_\_\_  
Truck Number: \_\_\_\_\_

- |  | <b>Good</b>              | <b>Fair</b>              | <b>Poor</b>              | <b>N/A</b>               |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Inspects equipment at the start of a shift? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



- 2. Lowers forks when driving without a load?
- 3. Keeps forks spaced as widely as possible?
- 4. Sounds horn at blind curves and at intersections?
- 5. Slows down at curves and intersections
- 6. Lifts loads smoothly?
- 7. Stacks loads properly?
- 8. Turns key off,  
lowers forks and sets  
parking brake when  
leaving forklift?
- 9. Parks without blocking EXITS and fire lanes?
- 10. Places dock plate properly?
- 11. Negotiates curves and ramps with two-tier load?
- 12. Drives between skids without touching?
- 13. Slows down when pedestrians are present?
- 14. Refuels/recharges equipment safely?
- 15. Transports loads at a minimal distance from floor?

The above named operator has shown the ability to safely operate the specified powered industrial truck.

The above named operator has not performed satisfactorily and is referred for retraining.

Trainer's Name:

Title:

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