

Program	Powered Industrial Trucks	Effective Date	10/05/2023	Page	1 of 7
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Powered Industrial Trucks (Fork Lifts)

PURPOSE AND REQUIREMENTS

This program identifies the safety requirements relating to the use of Powered Industrial Trucks (usually referred to as ‘PIT’ or ‘lift truck’ or ‘fork lift’) as mandated by OSHA standard 1910.178 to ensure the safety of Longwood University employees, students, contractors and visitors.

SCOPE

This program applies to all Longwood University employees, students, contractors and visitors operating powered industrial trucks on any Longwood University owned or operated property. Contractors operating PIT inside of an established construction fence are exempted from this program.

Powered industrial trucks (PITs) are used to raise, lower, and move objects, and typically have forks on the front with a counterweight on the back. The common PITs in use are fork lifts and powered pallet jacks.

RESPONSIBILITIES

Operators

1. Will attend training and successfully pass required evaluation to receive PIT certificate before using any PIT. Contractor’s PIT certificates will be accepted for use on Longwood property.
2. Will operate the truck in a safe manner as outlined in OSHA 1910.178 and this program.
3. Before first use for that day, will examine the truck using the Longwood PIT checklist before operation for any needed maintenance or repairs and will not operate the truck if the examination shows any condition that negatively affects the safety of the vehicle.
4. Will immediately report any negative findings to their supervisor and tag the equipment as ‘Out of Service’.
5. Will be familiar with the truck’s limitations and approved use locations.

Longwood Management

1. Will identify employees who will be operating the PITs.
2. Will require employees who will be expected to operate a PIT to attend training and obtain/maintain a PIT certificate before allowing the employee to operate the vehicle.
3. Will ensure that PITs (owned or rented) are in good working order.
4. Will ensure all maintenance and/or repairs are completed by authorized personnel only. (*For repairs this will typically be done by 3rd party*).
5. Will provide Safety Equipment and instruction on proper use of all safety equipment needed to perform the assigned duties.
 - i. Personal Protective Equipment (PPE)
 - ii. Fire Extinguishers
 - iii. Emergency eyewash/shower stations
6. Will provide an area appropriate for routine maintenance and parking of the PIT.

File Name	Powered Industrial Trucks Program 10-2023	Date Printed	10/5/2023
-----------	---	--------------	-----------

Program	Powered Industrial Trucks	Effective Date	10/05/2023	Page	2 of 7
---------	----------------------------------	----------------	------------	------	--------

7. Will provide an appropriate area for fuel storage and fueling, or battery recharging depending on the PIT power source. (*Refer to section Safe Operation Procedure*)
8. Will maintain required documentation.

Contractors

1. On University owned or operated property and outside of an established construction project fence:
 - i. Work will be coordinated through the Longwood Project Manager.
 - ii. The operator will use a second individual as a ‘watcher’ to navigate safely through pedestrian traffic.
 - iii. The operator will follow this policy and any other appropriate Longwood vehicle policy.
 - iv. The operator may use the contractor’s PIT Checklist and PIT Certificate.
2. Inside an established construction project fence, the operator will follow the contractor’s PIT policy and procedures to comply with applicable regulations.

Environmental Health & Safety

1. Will maintain this written program, including procedures and checklists, and develop guidelines pertaining to the operation and maintenance of powered industrial trucks..
2. Will implement a training program based on the general principles of safe truck operation, the type of vehicle(s) being used in the workplace, the hazards of the workplace created by the use of the vehicle(s).
3. Will coordinate the training and performance testing of PIT operators.
4. Will maintain the training certification records and performance tests of employees included in the training sessions.
5. Will periodically review the effectiveness of the program.

Procedure Instruction

Training

Successful completion of the PIT Operator Training is required for PIT certification. No Longwood employee, contractor, student or visitor is authorized to operate a PIT without PIT certification.

Classroom

Training will consist of Classroom Training that will include a combination of lecture, discussion, interactive computer learning, and written material.

- Topics covered will include but not limited to the following:
 - The factors that affect the stability of the truck.
 - The safe operation of powered industrial trucks.
 - Truck controls and instrumentation; where they are located, what they do and how they work.
 - The similarities and differences between PITs and automobiles.

File Name	Powered Industrial Trucks Program 10-2023	Date Printed	10/5/2023
-----------	---	--------------	-----------

Program	Powered Industrial Trucks	Effective Date	10/05/2023	Page	3 of 7
---------	----------------------------------	----------------	------------	------	--------

- Steering and maneuvering.
- The proper techniques of battery charging and refueling.
- The inspection of PITs
- Vehicle capacity
- Load manipulation, stacking and unstacking.
- Pedestrian traffic in areas where the vehicle will be operated.
- Narrow aisles and other restricted places where the vehicle will be operated.
- Other unique and potentially hazardous environmental conditions in the workplace that could affect the safe operation of the vehicle.

Practical Skills Training

Practical skills training will be conducted by the trainer or designee with a minimum of 3 years of experience. Skills that will be demonstrated will include topics covered in classroom instruction.

- All trainees must be afforded time to attend training and time with the trainer or trainer’s designee to practice the practical skills on the PIT(s) they will be using.

The trainee will be under the constant supervision of the trainer or trainer’s designee at all times during this practice.

Evaluation and Certification

- The operator must be able to perform the skill sets on the *Powered Industrial Truck Training Evaluation* form with confidence and accuracy.
- Once the operator has successfully completed the training and evaluation a Powered Industrial Truck Training certificate will be issued. The certificate will include:
 - Operator’s name,
 - date of training, date of the evaluation,
 - and the name of the person(s) performing the training or evaluation.

Refresher Training

- Is required every 3 years.
- Or whenever an operator
 - is observed operating a PIT in an unsafe manner. Examples of unsafe operation could be riding with a load too high, traveling at an unsafe speed, traveling with the forks raised.
 - has had an accident or near-miss incident,
 - has received an evaluation that reveals that the operator is not operating the truck safely,
 - is assigned to drive a different type of truck, or
 - a condition in the workplace changes in a manner that could affect safe operation of the truck

New employees with a valid PIT Certificate from a prior employer need only go through the practical skills training/evaluation for the PIT they will be operating for Longwood. They will have to attend refresher training when the PIT Certificate expires or 3 years have passed.

File Name	Powered Industrial Trucks Program 10-2023	Date Printed	10/5/2023
-----------	---	--------------	-----------

Program	Powered Industrial Trucks	Effective Date	10/05/2023	Page	4 of 7
---------	----------------------------------	----------------	------------	------	--------

New PIT equipment, attachments or modification to existing PIT

- When a new PIT with functional differences from existing equipment is received all currently certified operators will attend training for that piece of equipment.
- When existing equipment is modified or new attachment is put in use, all certified operators will be trained on the function and operation of the new attachment or modification.

Equipment Inspection and Maintenance

1. A PIT checklist will be used to inspect each PIT before each shift or before use if not used on a daily basis.
Appendix II-Longwood PIT Checklist
2. Any repairs or corrective actions needed will be noted on the checklist and reported to the area supervisor immediately.
3. The checklist will be kept in the department for a minimum of 1 year
4. Any PIT in need of repair that prevents its safe operation will be taken out of service and tagged-out.
5. Repairs will only be made by authorized personnel.
6. Repairs will be made in accordance with OSHA 1910.178 (q)-Maintenance of Industrial Trucks and manufacturer’s specifications.
7. Any parts requiring replacement will be replaced only with parts equal in safety to those parts originally provided by the manufacturer.
8. PITs will be kept in clean condition, free of dirt and excess oil and grease. Only noncombustible agents should be used for cleaning trucks. Cleaning trucks with low flash point solvents (below 100° Fahrenheit) is not permitted.
9. Maintenance such as battery charging will **only** be done in an area that is designated for that purpose.

Safe Operation Practices

1. Only authorized, trained personnel will operate a PIT.
2. Trainees may operate a PIT only while supervised as noted in the **Training** section of this document.
3. The truck will not be operated until a PIT Checklist has been completed and documented for that workday.
4. Operator will ensure the load does not exceed the trucks rated capacity.
5. Passengers are prohibited on all trucks unless the truck is designed to accommodate a passenger.
6. A forklift will not be used to elevate a person on a pallet or platform. A work platform with guard rails and designed for this purpose may be used when properly secured to the forks. Proper fall protection will be used.
7. The operator will keep a clear view of the path of travel at all times. A second individual must be used as a ‘watcher’ when moving through pedestrian traffic.
8. PIT will not be driven up to anyone standing in front of a fixed object or wall.

File Name	Powered Industrial Trucks Program 10-2023	Date Printed	10/5/2023
-----------	---	--------------	-----------

Program	Powered Industrial Trucks	Effective Date	10/05/2023	Page	5 of 7
---------	----------------------------------	----------------	------------	------	--------

9. No person shall be allowed to stand or pass under the elevated forks of the truck.
10. A safe distance will be maintained from the edge of ramps and platforms while on any elevated dock or platform.
11. Pedestrians will have the right of way.
12. Nothing will be carried on the overhead guard or allow anything to hang from the overhead guard that may obstruct the drivers view.
13. Truck will be operated with forks no more than 6 – 8 inches above the ground, with the load carried low and tilted back.
14. Never raise or lower the load while the truck is moving
15. Trucks will not be left on an incline unless it is parked safely and the wheels are blocked.
16. When not in use the truck will have the forks down, the power shut off, key removed.
17. When the truck is unattended load engaging means will be fully lowered, controls will be neutralized, power will be shut off, and brakes set. Wheels will be blocked if the truck is parked on an incline.

Note: A PIT is unattended when the operator is 25ft or more away from the vehicle which remains in his/her view or whenever the operator leaves the vehicle and it is not in view. When the operator is dismounted and within 25ft of the PIT and it is still in view, the load engaging means will be fully lowered, controls neutralized, and the brakes set to prevent movement.

18. The brakes of trucks and trailers will be set and wheel chocks or stops will be in place to prevent movement during loading or unloading operations. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks and trailers will be checked by the operator for breaks and weakness before driving a PIT onto these surfaces.
19. A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of the load from falling rearward.
20. Fire doors, access to stairways, fire extinguishers and emergency exits will always be kept clear.
21. Only approved industrial trucks will be used in hazardous conditions. Normally, Longwood University doesn't have hazardous environments that would require a specialized PIT.
22. The operator will never place his/her arms or legs between the uprights of the mast or outside the running lines of the truck.
23. The operator will never push one load with another load.
24. Spinner knobs must not be attached to the steering hand wheels of trucks not originally equipped with such knobs.

Traveling

1. Traffic regulations will be observed, including observing all STOP signs.
2. If traveling on a roadway (such as Main St, Putney, Griffin Blvd) cannot be avoided:
 - i. The operator will notify Campus Police.
 - ii. The PIT will be followed by a Longwood University vehicle
 - iii. An orange 'slow moving vehicle' placard will be mounted on the PIT
3. The operator will slow down and sound the horn at intersections and other locations where vision is obstructed.

File Name	Powered Industrial Trucks Program 10-2023	Date Printed	10/5/2023
-----------	---	--------------	-----------

Program	Powered Industrial Trucks	Effective Date	10/05/2023	Page	6 of 7
---------	----------------------------------	----------------	------------	------	--------

4. If the load being carried obstructs forward view, the operator will travel in reverse with the load trailing.
5. Grades will be ascended or descended slowly. When ascending or descending grades in excess of 10 percent, loaded trucks will be driven with the load upgrade. Unloaded trucks will be operated on all grades with the load engaging means downgrade. On all grades, the load and load engaging means will be tilted back and raised only as far as necessary to clear the road surface but no more than 4”.
6. The operator will slow down for wet and slippery floors.
7. Dock boards or bridge plates will always be driven over carefully and slowly.
8. When making turns, the operator will reduce the truck’s speed to a safe level prior to turning the steering wheel in a smooth, sweeping motion. Except when maneuvering at a very low speed, the hand steering wheel shall be turned at a moderate, even rate.
9. Horseplay and stunt driving, including spinning of the tires, is not permitted.
10. Running over loose objects will be avoided.
11. Under all travel conditions, the truck will be operated at a speed that will permit the truck to be brought to a stop in a safe manner.
12. The operator will always look in the direction of travel and keep a clear view of the path of travel.

Loading/Stacking

1. Only stable and safely arranged loads will be handled. Use extreme caution when handling off-centered loads that cannot be centered on the forks.
2. Only loads within the rated capacity of the truck will be handled.
3. The forks will be placed under the load as far as possible and the mast carefully tilted backward to stabilize the load.
4. Extreme care will be used when tilting the load forward or backward especially when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load or when the load is in a deposit position over a rack or stack of material.
5. When stacking or tiering loads, the operator will tilt the load backward only enough to stabilize the load.
6. The operator will remove unsafe containers and pallets from service.
7. Trucks equipped with attachments will be operated as a partially loaded truck when not handling a load.
8. The operator will adjust long and high loads, including multiple-tiered loads that may affect the capacity of the truck.
9. The operator will insure there is always a safe distance between the mast and overhead lights, pipes and sprinkler systems.

DEFINITIONS

For the purpose of this document the following definitions apply

Occupational Safety & Health Act or Administration (OSHA) is the main federal agency charged with the enforcement of safety and health legislation. Applicable OSHA standards for this Policy include OSHA Powered Industrial Truck (PIT).

File Name	Powered Industrial Trucks Program 10-2023	Date Printed	10/5/2023
-----------	---	--------------	-----------

Program	Powered Industrial Trucks	Effective Date	10/05/2023	Page	7 of 7
---------	----------------------------------	----------------	------------	------	--------

Powered Industrial Truck (PIT) is a forklift, electric pallet jack, scissor lift, boom lifts, or any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator. Earth moving and over the road haulage trucks are not included in the definition.

Watcher is a second individual will aid the PIT operator by watching the load, the path of travel, and pedestrian traffic on Longwood University owned or operated property. The watcher stays in verbal range of the PIT operator, but may be in front of the load and out of the PIT operator’s view. The watcher is an alternative solution to backing a PIT along when the load is too large for the PIT operator to see around. This is not a part of the OSHA regulation.

RELATED DOCUMENTS

- OSHA standard 1910.178
- Longwood University Environmental, Occupational, Health and Safety Policy 2018

RECORD REQUIREMENTS

- Powered Industrial Truck Certificate
- Powered Industrial Truck Skills Evaluation form
- Forklift Quiz
- PIT Maintenance Checklist

APPENDICES

- Appendix I - Powered Industrial Truck Practical Skills Evaluation form
- Appendix II - Longwood PIT checklist

Revisions Review History

Date	Comment	Name	Version
03/30/2018	New Document	Soldivieri	01-2018
10/05/2023	Reformatted Document	Heinrich	10-2023