



Environmental Health & Safety

**POWERED INDUSTRIAL TRUCK
POLICY**

2008

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Policy Statement

Western Kentucky University recognizes that our employees have the right to a safe and healthy work environment and it is our goal to provide one for all employees. This policy pertains to all WKU employees who operate a powered industrial truck. The policy has been written in order to comply with the Occupational Safety and Health Administration (OSHA) Standard 29CFR 1910.178.

Objective

The objective of this program is to establish requirements and training for work involving the operation of a powered industrial truck.

- To provide a safe working environment for all employees as well as others;
- to oversee operator use and;
- ensure the proper maintenance of the powered industrial trucks.

Responsibilities

Environmental Health & Safety will:

- coordinate, revise, and evaluate the WKU Powered Industrial Truck Program;
- assisting departments with the implementation and training.

Supervisors will:

- attend supervisor training when provided by EHS;
- send all employees that will be operating powered industrial trucks in their shop/area to training and make sure they are operating them in accordance with the Powered Industrial Truck Program ;
- provide powered industrial truck instruction manuals for employees;
- provide a copy of the Program to their employee's.

Employees will:

- attend training before operating a powered industrial truck;
- will attend a refresher training at least every three years;
- Attend a refresher training if they are observed operating the powered industrial truck in an unsafe manner, or involved in an accident or near miss;
- Must carry certification card with them at all times and present the card when asked by EHS or Stockroom Supervisor.
- Perform inspection each and every time of the forklift before use.

Stockroom Supervisor will:

- Sign in and out the key to the powered industrial truck with the time, date and employee signature.
- Check employee's powered industrial truck certification card in order to sign truck out.

Program Enforcement

A violation of the Powered Industrial Truck Program by any WKU employee must be reported to the employee's immediate supervisor.

Operating Procedures

Operation

- Powered industrial trucks shall not be driven up to anyone standing in front of a fixed object.
- No one shall be allowed to stand under or walk under the elevated forks of the truck while loaded or unloaded.
- All parts of the body including; hands, arms, legs, feet, and head shall remain inside the operational cage area of the truck during operation of truck.
- No one is to hitch a ride on the truck nor are unauthorized personnel allowed to be on the truck at any time.
- There are overhead guards as well as load backrest extensions that are to be used to minimize personal injuries.
- Operators shall make sure there is sufficient headroom under all lighting fixtures, sprinkler systems, and pipes while operating truck.
- Fire aisles, access to stairways, and fire equipment shall be kept clear of truck.
- Fuel tanks will not be filled while the engine is running.
- Oil or gasoline spilled on the floor will be cleaned up immediately.

- When leaving truck unattended:
 1. The load must be completely lowered to the ground, controls shall be neutralized, brakes set, and power turned off.
 2. A truck is considered unattended when the operator is 25 feet or more away from the truck. It is also considered unattended if operator is 25 feet away and still in view or if truck is completely out of view.
 3. Even if truck operator is within 25 feet and in view of the truck the load means should be lowered to the ground, controls shall be neutralized, brakes set, and power turned off.

- Brakes shall be set and wheel blocks in place to prevent movement of trucks, trailers, and railroad cars when loading or unloading. When a semi trailer is not coupled to a tractor fixed jacks may be necessary to help support the weight during loading or unloading.

Traveling

- Any and all traffic regulations shall be observed, including authorized speed limits. Trucks shall maintain safe distances (three truck lengths from the truck ahead) at all times.
- Any time there is an ambulance, fire truck or any other emergency vehicle they are to be given the right of way.
- The operator shall slow down and sound horn at all cross isles and any other locations where vision is obstructed. If the load being carried is obstructing the operators view the operator shall travel with the load trailing behind.
- When crossing railroad tracks they should be crossed diagonally whenever possible. Operators should never park any closer than 8 feet from the center of a railroad track.
- When ascending or descending grades:
 1. When in excess of 10% loaded trucks shall be driven with load upgrade.
 2. When truck is unloaded it shall be driven with the load end downgrade.
 3. During all operations the truck load/ load end shall be tilted back and raised only enough to clear the road surface.
- The operator shall at all times keep a clear view of the path of travel and travel at a speed that will allow the truck to come to a stop in a safe manner or turn in a safe manner.
- Thus, stunt driving and horseplay are not permitted and disciplinary action will be enforced if an operator is caught in violation of this policy.
- When in operation the driver shall be aware of surface conditions i.e. wet floors.

- When boarding an elevator the operator should approach slowly and enter when the elevator is properly level. Operator should then neutralize truck, turn power off, and set brakes.
- In the case of motorized hand trucks they should enter an elevator with the load end forward.

Load Lifting and Carrying

- Loads should not exceed the load capacity of the truck. The load capacity is listed on the name plate on the truck.
- All loads should be arranged in a stable centered position. If a load cannot be centered then extra caution should be used when handling.
- When using fork attachments particular care should be taken when maneuvering, securing, and transporting the load. If a truck is equipped with an attachment then the truck should be considered partially loaded when not handling a load.
- When engaging forks they should be placed as far under the load as possible and then tilted back to stabilize load before taking off.
- When stacking or tiering a load take special care of tilting the load means forward when elevated. This shall only be done when picking up a load.

Fuel Handling and Storage

When storing and handling liquid fuels, including gasoline and diesel fuel must be done in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30-1969). The same applies to liquefied petroleum gas fuel; it is in accordance with the NFPA code (NFPA 58-1969) Storage and Handling of Liquefied Petroleum Gases.

Carbon Monoxide Awareness

Powered industrial trucks as well as many other vehicles produce carbon monoxide. All employees should be aware of this odorless, colorless deadly gas. Learn to recognize the symptoms and signs of CO overexposure: headache, nausea, weakness, dizziness, visual disturbances, changes in personality, and loss of consciousness. Any of these symptoms and signs can occur within minutes of usage. The amount of carbon monoxide produced by propane-powered forklifts can usually be reduced by frequent tuning and maintenance.

Pedestrians

When operating a powered industrial truck the operator should always be aware of their surroundings including pedestrians. Pedestrians always have the right of way, but we do ask that all pedestrians be aware of trucks because they are operated in the work area.

Vehicle Inspection and Maintenance

Vehicle Inspection

Operators shall inspect the forklift to assure that it is in safe working order before using. If for any reason the operator believes that the forklift is unsafe to drive or operate, it should be immediately reported to the supervisor and then removed from service until repaired. All repairs will be made by authorized personnel.

Definitions

Center of gravity- is the point on an object at which all of the object's weight is concentrated. For symmetrical loads, the center of gravity is at the middle of the load.

Counterweight- is the weight that is built into the truck's basic structure and is used to offset the load's weight and to maximize the vehicle's resistance to tipping over.

Fulcrum- is the truck's axis of rotation when it tips over.

Grade- is the slope of a surface.

Lateral Stability- is the truck's resistance to overturning sideways.

Load Center- is the horizontal distance from the load's edge to the line of action through the load's center of gravity.