Powered Industrial Truck Plan

Version #1.0

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Approved: 9/21/2021, Approved by: K. Long-Witter, Director

I. Purpose

This Plan fulfills the requirements set forth in Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1910.178 – Powered Industrial Trucks.

The North Carolina Central University (NCCU) Powered Industrial Truck Plan is designed to provide a means to regulate and control the use of Powered Industrial Trucks by University staff and contractors. By regulating and controlling the use of such equipment, the University will ensure compliance with 29 FRP 1910.178 and minimize the risk of injury to employees or bystanders and damage to University property.

The Powered Industrial Truck Plan is developed and maintained by the Department of Environment, Health and Safety (EHS).

II. Scope

The Powered Industrial Truck Plan applies to all NCCU employees and contractors that operate equipment or machinery covered by 29 CFP 1910.178 on University property. Equipment or machinery covered by this Plan includes all powered industrial trucks on campus, as defined by applicable standards. This includes all forklifts, tractors, platform lift trucks, and motorized hand trucks operated on University property.

III. Procedures

All powered industrial trucks on University property are to be identified and a list provided to EHS indicating the type of powered industrial truck, the location on campus of the powered industrial truck, and a list of all persons authorized to operate the powered in

IV. Responsibilities

A. Environment, Health and Safety (EHS)

- Administers NCCU Powered Industrial Truck Program

- Maintains campus-wide list of powered industrial trucks on campus
- Reviews and approves departmental powered industrial truck plans
- Provides or oversees required training for the NCCU Powered Industrial Truck Program
- Conducts periodic inspections to verify departmental compliance with the NCCU Powered Industrial Truck Plan

B. Departments

- Implement NCCU and Departmental Powered Industrial Truck Policies within department
- Evaluate departmental needs and provide employees with the training required to operate powered industrial trucks
- Determine and document by job title employees that are responsible for overseeing departmental powered industrial truck operations and that are authorized to operate powered industrial trucks
- Maintain department-level training records relating to the powered industrial truck program
- Ensure that proper maintenance, according to manufacturers' recommendations, is performed on all powered industrial trucks and maintain records of such maintenance
- Monitor contractors that are operating powered industrial trucks on campus and ensure compliance with applicable regulations and policies

C. Employees

- Understand and adhere to the requirements of this Plan and departmental plans if involved with powered industrial truck operations
- Complete any required safety training for powered industrial trucks
- Operate all powered industrial trucks in accordance with training provided
- Inspect powered industrial trucks at the beginning of each work shift and complete the appropriate inspection form(s)

V. Definition of Terms

1. **Powered Industrial Truck**: an industrial vehicle used for materials handling that is powered by an electric motor in internal combustion engine. This includes fork trucks, platform lift trucks, motorized hand trucks, and other specialized industrial trucks [29 CFR 1910.178(a)(1)]
2. **Employee**: any person or student hired on a full-time, part-time, or temporary basis by the University
3. **Contractor**: any third-party that is hired by the University to perform work of any type on University property or under the auspices of the University

VI. Training

A. Initial Training

1. All persons who are required to operate a powered industrial truck shall attend an approved powered industrial truck safety and operations class prior to operating any powered industrial truck on campus
2. The training shall consist of either classroom on online safety training and hands-on training, to include a skills test performed on the specific powered industrial truck that the employee will operate. This training is documented on the Forklift Operator Evaluation Form (Appendix A). If the employee will operate two or more types of powered industrial trucks, they shall complete a skills test on each type of powered industrial truck they will operate
3. Initial training shall be conducted by a person who has the knowledge, training, and experience to train powered industrial truck operators
4. All

B. Continuing Training

1. Re-evaluation of powered industrial truck operators will be required every three (3) years
2. This training will consist of an online quiz and an operators test, subject to approval by EHS
3. Re-training will also be required to ensure compliance with changes to OSHA

requirements or University policies or as a remedial training if necessary

4. Should an approved operator be tasked with operating a type of powered industrial truck for which they have not been trained, refer to "Initial Training" above

VII. Operator Requirements

All powered industrial truck operators must meet requirements established by the University and regulatory bodies.

1. Powered Industrial Truck operators must be at least 18 years of age;
2. Have a valid driver license issued and observe all restrictions applied to that license
3. Have received training outlined in Section VI above and comply with all University policies

VIII. Operations

A. Pre-Use Inspection

1. Prior to operation of any powered industrial truck the operator shall complete the Pre-Use Inspection Checklist (Appendix B) of this document
    a. If the operator is taking over operation of the powered industrial truck from another employee, the new operator shall complete a pre-use inspection checklist for the powered industrial truck prior to taking over operation
2. Any identified deficiencies shall be documented on the inspection checklist
3. If deficiencies are of a type that renders the powered industrial truck incapable of safe operation, the truck shall be taken out of service and marked conspicuously as such and shall not be placed back in service until the deficiencies are addressed
    a. Maintenance shall be recorded on a maintenance log kept by the department that owns the powered industrial truck

B. General Operations

Employees shall adhere to the following regarding general powered industrial truck operations:

1. Review operating instructions, warnings, and precautions for the type of truck being operated
2. When a truck is left unattended, the truck will be placed in "neutral," the emergency/parking brake set, and the truck shut off. If parked on an incline, the wheels will be blocked. Any load will be lowered and secured prior to the operator departing the proximity of the truck
    a. A truck is considered unattended if the operated or more than 25' from the truck or if the truck is not in view of the operator
3. Riders are prohibited on forks or in the cargo area of any powered industrial truck
4. Persons are not permitted to pass below raised forks at any time
5. All loads must be safety arranged and within the capacity of the truck
6. Only attachments that have been approved and listed by the manufacturer may be used
7. Any operator restraint or safety systems must be used at all times
8. Operators shall not wear radio headsets, listen to audio devices such as radios, or operate telephones or radios while operating a powered industrial truck except as required to ensure safe operation

C. Traveling

1. Safe speed limits will be observed at all times
2. If the operators vision becomes obscured, they shall reduce speed to a safe level and will sound the horn
3. The operator will maintain awareness of clearances in the work area and will immediately cease operation should they determine there is inadequate clearance for safe operation
4. Floors of trailers, etc. will be checked for soundness before the truck is to be operated over or upon them
5. Duck board and bridge plates will be properly secured before they are driven over

D. Securing the Load

1. All loads shall be within the performance envelop and weight capacity of the truck being operated
2. If the load is such that it will obscure the vision of the operator, the operator should consider reducing the height of the load, if possible. If the height of the load cannot be reduced, the operator shall operate the truck in the manner that provides the greatest level of visibility
3. The heaviest section of a load must be against the backrest
4. All loads are to be carried as low as possible and care shall be taken regarding obstructions in travel area
5. No pedestrians shall assist the operator in steadying the load while the truck is being driven
6. All pallets and other objects should be checked for soundness before any lift is attempted

E. Fueling

1. Fuel tanks must not be filled while the engine is running
2. In the event of spillage, fuel or oil must be cleaned up appropriately
3. The storage and handling of all liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA 30 and North Carolina State Building Code: Fire Code
4. The storage and handling of liquefied petroleum gas shall be in accordance with NFPA 58 and North Carolina State Building Code: Fire Code
5. LP gas tanks shall be shut off appropriately when “garaging” the truck (leaving the truck in a closed space or room or leaving the truck out of service for 8 hours of more)

IX. Contractors

University departments are responsible for ensuring that contractors hired to work on campus comply with this Plan. The hiring department shall have a responsible person assigned to monitor contractor activity to ensure safety and compliance.

X. Program Review

EHS is responsible for working with each department to review the effectiveness of the Program annually. This will be done in conjunction with each department's Powered Industrial Truck Program coordinator.

Program Coordinators and powered industrial truck operators may make recommendations to EHS at any time to make changes in procedures to address and correct weaknesses in the Plan. EHS shall view and initiate changes necessary to address confirmed weaknesses.

Program Coordinators are responsible for reviewing the departmental specific procedures annually and making any changes necessary to address and correct weaknesses or deficiencies. New or updated procedures must be approved by EHS prior to being implemented.

XI. Record Retention

1. Employee training records shall be retained by EHS for the length of employment
2. Pre-Use Inspection Checklists shall be maintained for a minimum of thirty (30) days by the department owning the PIT
3. Maintenance records for trucks shall be retained for the life of the truck by the department owning the PIT

XII. Compliance and Reporting

Anyone with concerns regarding powered industrial trucks operations is encouraged to reach out to EHS at 919-530-7125 or ehs@nccu.edu.

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XIII. Appendix A

FORKLIFT OPERATOR EVALUATION FORM

Instructions: *Use this checklist during the field session to evaluate operator proficiency. It can also be used for periodic evaluation to ensure that operators are continuing to operate forklifts properly.*

Operator Name		**Evaluator Name**				
Date of Evaluation	**Equipment Operated**					
OPERATOR BEHAVIORS		**Good**	**Fair**	**Poor**	**N/A**	**Comments**
Pre-use Inspection						
1.	Follow the Operator's Daily Checklist.	☐	☐	☐	☐	
2.	Look for damage.	☐	☐	☐	☐	
3.	Document all findings on the checklist.	☐	☐	☐	☐	
Picking Up a Load						
1.	Square up on the center of the load.	☐	☐	☐	☐	
2.	Stop with the fork tips about 1 foot from the load.	☐	☐	☐	☐	
3.	Clear personnel from the area near the load.	☐	☐	☐	☐	
4.	Level the forks; then slowly drive forward until the load contacts the carriage.	☐	☐	☐	☐	
5.	Lift the load carefully and smoothly until it is clear.	☐	☐	☐	☐	
6.	Tilt the mast back slightly to stabilize the load.	☐	☐	☐	☐	
7.	Look over both shoulders.	☐	☐	☐	☐	
8.	After out and stopped, lower the load to travel height.	☐	☐	☐	☐	
Traveling						
1.	Do not raise or lower the load and forks while traveling.	☐	☐	☐	☐	
2.	Maintain a safe speed.	☐	☐	☐	☐	
3.	Observe all traffic rules, warning signs, floor load limits and overhead clearances.	☐	☐	☐	☐	
4.	Keep arms and legs inside the forklift.	☐	☐	☐	☐	
5.	Follow other vehicles at a safe distance.	☐	☐	☐	☐	

6.	Slow down when cornering.	☐	☐	☐	☐	
7.	Use the horn to alert others.	☐	☐	☐	☐	
8.	Travel with the load facing uphill while on a ramp or incline.	☐	☐	☐	☐	
9.	Stop smoothly.	☐	☐	☐	☐	
Putting Down a Load						
1.	Make sure there is sufficient clearance for the load.	☐	☐	☐	☐	
2.	Clear personnel from the area near the load.	☐	☐	☐	☐	
3.	Square up to the location; then stop about 1 foot away.	☐	☐	☐	☐	
OPERATOR BEHAVIORS		**Good**	**Fair**	**Poor**	**N/A**	**Comments**
Putting Down a Load (continued)						
4.	Raise the load to placement level.	☐	☐	☐	☐	
5.	Move slowly forward.	☐	☐	☐	☐	
6.	If the load is on a pallet, lower it into position and lower the forks further.	☐	☐	☐	☐	
7.	Look over both shoulders before backing out.	☐	☐	☐	☐	
8.	Back straight out until the forks have cleared.	☐	☐	☐	☐	
9.	Lower the forks to traveling position.	☐	☐	☐	☐	
Parking						
1.	Fully lower the forks.	☐	☐	☐	☐	
2.	Neutralize the controls.	☐	☐	☐	☐	
3.	Set the brakes.	☐	☐	☐	☐	
4.	Turn off the power.	☐	☐	☐	☐	
5.	If parked on an incline, block the wheels.	☐	☐	☐	☐	
6.	Park only in authorized areas.	☐	☐	☐	☐	

FINAL EVALUATION		
☐	Based on my evaluation, the operator **has successfully** completed the evaluation and is qualified to operate the following equipment:	**Equipment Type**

☐	Based on my evaluation, the operator **has not demonstrated** competence in operating the following equipment:	**Equipment Type**
Evaluator Signature:		**Date:**
Employee Signature:		**Date:**

XIV. Appendix B

POWERED INDUSTRIAL TRUCK DAILY PRE-OPERATION CHECKLIST (Propane/Diesel/Gasoline)

Forklift Truck MFG_____Model_____Serial Number_____Department _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
KEY OFF - Procedures							
Overhead guard							
Hydraulic cylinders							
Mast assembly							
Lift chains and rollers							
Forks							
Tire condition (damage/inflated)							
Fluids leaking							
Fuel System Fittings/Hose/Fuel Gauge							
Propane tank bracket positioned/locked down							
Check fire extinguisher							
KEY ON - Procedures							
Check all gauges/warning lights							
Hour meter							
Battery voltage indicator							
Test standard equipment							
Steering							
Brakes							
Front, rear, and brake lights							
Horn							
Seat (including seatbelt)							
Operation of attachments							
Pre-inspection date >>>>>	_____	_____	_____	_____	_____	_____	_____
Operator's Printed Initials >>>>>	_____	_____	_____	_____	_____	_____	_____

Instructions: Operator must check off each item as having been checked "OK" and safe to use during daily inspection prior to operation