



**SECTION 8
POWERED INDUSTRIAL TRUCKS**



Health & Safety Policy and Procedures Manual

1. POWERED INDUSTRIAL TRUCKS

- A. OSHA References:** 29 CFR 1926.602, REF:29 CFR 1910.126
- B. General:** These procedures will be followed by all site employees who drive powered industrial trucks will follow these procedures. For additional information, employees should consult the above reference OSHA standard and Client procedures.
1. All Powered Industrial Trucks will be inspected daily by the operator, prior to use. Discrepancies will be noted and vehicles will not be operated until repairs are made.
 2. Lift trucks, stacks etc. will have the rated capacity clearly posted on the vehicle so as to be clearly visible to the operator.
 3. Only competent personnel will be able to operate Powered Industrial trucks.
 4. If two or more trucks in unison lift a load, the total load carried by any one truck shall not exceed its load.
 5. All Powered Industrial Trucks used will meet the inspection, design, construction, stability, maintenance and operations as stated in ANSI B56.1-1969.
- C. Training Requirements:** Maul Electric, Inc. will certify all employees who operate a powered industrial truck have been trained in accordance with 29 CFR 1910.178 requirements, which include: **(each certification will list Operators name, date trained, date evaluated, and the name(s) of the Trainer & Evaluator, as well as the equipment the employee is authorized to operate)**
1. Formal instruction
 2. Practical exercises
 3. An evaluation of operators' performance in the workplace.
- D. REFRESHER TRAINING:** Maul Electric, Inc. will provide refresher training to the operator every three years or;
1. The operator has been observed operating the vehicle in an unsafe manner.



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2. The operator has been involved in a near miss incident.
3. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
4. The operator is assigned to operate a different truck.
5. A condition in the workplace has changed.

2. SAFE OPERATING PROCEDURES:

A. TRUCK OPERATIONS

1. **Standing:** Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
2. **Raised loads:** No person shall be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.
3. **Passengers:** Unauthorized personnel shall not be permitted to ride on powered industrial trucks. A safe place to ride shall be provided where riding of trucks is authorized.
4. **Keep arms in:** The employer shall prohibit arms and legs from being placed between the up rights of the mast or outside the running lines of the truck.
5. **Unattended Trucks:**
 - a) When a powered industrial truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power will be shut off, and brakes set. Wheels shall be blocked if the truck is parked on an incline.
 - b) A powered industrial truck is unattended when the operator is 25 ft. or more away from the vehicle, which remains in his/her, view, or whenever the operator leaves the vehicle and it is not in his/her view.
 - c) When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his/her view, the load engaging means shall be fully lowered, controls neutralized, and the brakes set to prevent movement.
 - d) **Platforms:** A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock, or platform or freight car. Trucks shall not be used for opening or closing freight doors.



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- e) **Wheel Blocks:** Brakes will be set and wheel blocks shall be in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. 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, trailers and railroad cars shall be checked for breaks and weakness before they are driven onto.
 - f) **Headroom:** **There shall be sufficient headroom under overhead installations, lights, pipes, sprinkler systems, etc.**
6. **Overhead Guard:** An overhead guard shall be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., but not to withstand the impact of a falling capacity load.
7. **Backrests:** A load backrest extension shall never be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.
8. **Approved trucks:** Only approved industrial trucks shall be used in hazardous locations.
9. **Personnel Lifting:** **Whenever a truck is equipped with vertical only, or vertical and horizontal controls within the lifting carriage or forks for lifting personnel, the following additional precautions shall be taken for the protection of the personnel being elevated.**
- a) Use of a safety platform firmly secured to the lifting carriage and/or forks.
 - b) Means shall be provided whereby personnel on the platform can shut off the power to the truck.
 - c) Such protection from falling objects, as indicated necessary by the operating conditions should be provided.
10. **Fire Exits:** Fire aisles, access to stairways, and fire equipment shall be kept clear.



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B. Traveling

1. **Traveling:** All traffic regulations shall be observed, including authorized plant speed limits. A safe distance shall be maintained approximately three trucks lengths from the truck ahead, and the truck shall be kept under control at all times.
2. **Right of Way:** The right of way shall be yielded to ambulances, fire trucks, or other vehicles in emergency situations.
3. **Passing:** Other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations shall not be passed.
4. **View Obstructions:** The driver shall be required to slow down and sound the horn at cross isles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
5. **Railroad Crossings:** Railroad tracks shall be crossed diagonally whenever possible. Parking closer than 8 feet from the center railroad tracks is prohibited.
6. **Clear View:** The driver shall be required to look in the direction of, and keep a clear view of the path of travel.
7. **Grades:** Grades shall be ascended or descended slowly.
8. **Stopping:** Under all traveling conditions the truck shall be operated at a speed that will permit it to be brought to a stop in a safe manner.
9. **Horseplay: STUNT DRIVING AND HORSEPLAY SHALL NOT BE PERMITTED OR TOLERATED.**
10. **Wet Floors:** The driver shall be required to slow down for wet and slippery floors.
11. **Loose objects:** Running over loose objects on the roadway surface shall be avoided.
12. **Turning:** While negotiating turns, speed shall be reduced to a safe level by means of turning the hand steering wheel in a smooth, sweeping motion. Except when maneuvering at a very slow speed, the hand steering wheel shall be turned at a moderate, even rate.



C. LOADING

1. **Unstable Loads:** Only stable or safely arranged loads shall be handled. Caution shall be exercised when handling off-center loads, which cannot be centered.
2. **Capacity:** Only loads within the stated capacity of the truck shall be handled.
3. **Long Loads:** Long or high (including multiple-tiered) loads, which may affect capacity, shall be adjusted.
4. **Attachments:** A truck equipped with attachments shall be operated as partially loaded trucks when not handling a load.
5. **Load Position:** A load engaging means shall not be placed under the load as far as possible; the mast shall be tilted backwards to stabilize the load.
6. **Tilting:** extreme care shall be used when tilting the load forward backward, particularly when high tiering. Tilting forward with load engaging means elevated shall be prohibited except to pick up a load. An elevated load shall not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

3. OPERATION OF THE TRUCK

1. **Operation:** If at any time a powered industrial truck is found to be in need of repair, defective or in any way unsafe, the truck shall be taken out of service until it has been restored to safe operating condition.
2. **Fuel:** Fuel tanks shall not be filled while the engine is running. Spillage shall be avoided.
3. **Spillage:** Spillage of oil or fuel shall be carefully washed away or completely evaporated and the fuel tank cap replaced before starting engine.
4. **Leaks:** No truck shall be operated with a leak in the fuel system until the leak has been corrected.
5. **Open Flames:** Open flames shall not be used for checking electrolyte levels in storage batteries or gasoline level in fuel tanks.