

OREGON MILITARY DEPARTMENT	NUMBER: 99.200.19
ADJUTANT GENERAL PERSONNEL	EFFECTIVE DATE: June 29, 2022
SUBJECT: Powered Industrial Trucks Policy	

APPLICABILITY:

This policy and the procedures contained herein apply to Oregon Military Department employees.

AUTHORITY/REFERENCE:

OAR 437-002-0227, CFR 1910.178

ATTACHMENTS:

Sample Maintenance & Inspection Form

PURPOSE:

To provide training requirements and guidelines for the operation of powered industrial trucks such as forklifts, platform lift trucks, and motorized hand trucks, pallet jacks, and low lift jacks.

DEFINITIONS:

Powered Industrial Truck is a mobile, power-propelled truck used to carry, push, pull, lift, stack, or tier materials. They can be ridden or controlled by a walking operator.

GUIDANCE:

Operating of the Power Industrial Truck Safety Rules

- If the operator’s vision is disrupted at any time, the power industrial truck should not be used until the disruption is removed.
- To be used effectively (and safely) to lift an employee with a special attachment, designed and approved for such purposes. This attachment is commonly referred to as a basket-lift or man-lift. Never allow an individual to stand on the forks for any reason. The employee must be tied off to the basket/lift using an approved safety harness and lanyard, and the basket-lift must be secure to the forks according to manufacturer’s specifications. The basket-lift must be equipped with a toe board and the employee workspace must be “gated off.”

- A seatbelt must be worn at all times while operating the powered industrial truck. If the truck was manufactured before 1992 seatbelts may not have been installed. There are kits that can be purchased to retrofit the equipment with the seatbelt.
- All powered industrial trucks must have a backup alarm and backup lights to warn others of the approaching device. These alarms and lights must be inspected before use of the equipment to insure they are operating properly when the forklift is used.

Inspections and Schedule/Emergency Maintenance

- All powered industrial trucks will be inspected each morning before use.
- Inspection reports will be completed, signed, and dated after each inspection.
- Inspection reports will be filed at the end of each day that the equipment is used. Reports may be kept in a binder that stays with the truck or kept separately in another location accessible to all users. The inspection reports will be reviewed by the program director or a designee monthly.
- If repairs are needed on the powered industrial trucks, then the equipment will be taken out of service immediately.
- Before a powered industrial truck can go into regular service, after being repaired, it must pass an operational test to make sure that it is fit for duty.

Gasoline

- All internal combustion powered industrial trucks will be refueled in designated safety areas through the facility.
- Before refueling, each truck will be turned off.
- At no time will any employee be allowed to smoke in or near the refueling safe zone. (Enter where the safe refueling zone is located)
- Powered industrial trucks are never to be topped off with fuel as this could cause an explosion hazard.

Liquid Petroleum Gas (LPG)

- LPG trucks shall at no time be refueled in a confined environment.
- LPG trucks shall never be left near heat sources or in places where exit and egress is made more difficult by the truck being present.
- Only a certified, designated employee may replace fuel tanks for the LPG powered industrial trucks. This is generally the program manager.
- All LPG tanks will be stored in accordance with OSHA mandated guidelines.

Battery Driven

All battery driven trucks will be recharged in designated safety areas.

29 CFR1910.178(g)(1) clearly states that "Battery charging installations shall be located in areas designated for that purpose." The standard further states:

- The battery charging station must be located in a well ventilated, open-air environment.
- Smoking is always prohibited in and around power industrial trucks.

- There should be no open flames or sparks present in the recharging areas.
- Personal protective equipment should be worn at all times by all employees working on, in or near power industrial trucks. When handling electrolyte solution or inspecting battery fluid levels, appropriate personal protective equipment must be worn. This shall include appropriate chemical resistant gloves, chemical goggles, face shield, apron or other items designed to prevent splashing or spilling chemical from contacting the operator.
- An eye wash and first aid kit should be located in the immediate vicinity of the recharging area.
- A water source must be located in the immediate vicinity of the recharging area to treat exposures to battery acid.

TRAINING:

As directed by the manager, only a competent person who is well trained in the use of the power industrial trucks which are used on location can provide training to others. EXCEPTION – the truck vendor may provide training to employees or the competent person.

Only employees who are certified by the competent person may operate the equipment. Certification records will be kept on-site for everyone who operates the equipment.

The following principals will be taught to employees:

- Difference between the truck and an automobile.
- A speed limit should always be observed for power industrial trucks in the facility.
- Truck controls and instrumentation.
- Engine and motor operation.
- Steering and maneuvering.
- Visibility (including restrictions to loading).
- Fork and attachment adaptation, operation, and use limitations.
- Vehicle capacity.
- Vehicle stability.
- Any equipment and truck inspection as well as maintenance that the operator will be required to perform.
- Refueling and/or charging of batteries.
- Operating limitations.

Workplace-related Topics:

- Surface conditions where the vehicle will be operated.
- Composition of loads to be carried and load stability.
- 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.
- Hazardous locations where the vehicle will be operated.
- Ramps and other sloped surfaces that could affect the vehicle's stability.

- Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.

Trainees may operate a powered industrial truck only under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence in an environment that does not endanger the trainee or others.

RESPONSIBILITIES:

Manager or designee:

- Issuing and administering this program and making sure that it is compliant with all current OSHA safety requirements for the operation and use of a powered industrial truck.
- Providing initial and refresher training to all employees who are able to use the powered industrial truck.
- Conducting powered industrial truck evaluations.
- Maintaining and updating all powered industrial truck certification records.
- Scheduling all maintenance for powered industrial trucks.
- If maintenance is provided by in-house staff, be sure Lock Out/Tag Out procedures are followed and all inspection forms are complete.

Competent Person:

- Making sure all employees that use the powered industrial trucks are receiving the proper training from the program director.
- Monitoring employee usage of the powered industrial trucks, informing the Program Manager when refresher training is needed, and when training is needed for a new operator.

Truck Operators:

- Operating powered industrial trucks within the guidelines and rules.
- Performing inspections on all powered industrial trucks before operation.
- Informing management personnel of safety violations and mechanical repairs needed on all powered industrial trucks.

INQUIRIES / QUESTIONS: Questions pertaining to this policy may be directed to AGP at (503) 798-5311.



Tracy Garcia
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Oregon Military Department

Oregon Military Department
Sample Maintenance & Inspection Form
Powered Industrial Truck Policy 99.200.19 Attachment A

Operator Checklist

Items that need to be checked before use of the equipment. Check off the items that are ok and list items that need to be repaired at the bottom.

Make _____ **ID Number** _____

- 1. Visual check for leaks _____
- 2. Fuel _____
- 3. Engine Coolant _____
- 4. Battery and Cables _____
- 5. Fire Extinguisher _____
- 6. Tires for inflation _____
- 7. Inside cab clean _____
- 8. Oil Levels _____
- 9. Grease forks _____
- 10. Pins on Forks _____
- 11. Drive Belts _____
- 12. Lights and Safety Equipment _____
- 13. Wheel Lugs _____
- 14. Hoses _____
- 15. Water in Radiator _____
- 16. Back-up Alarm/Horn _____
- 17. Filters Clean if Needed _____
- 18. Brakes/Clutch/Steering _____
- 19. Parking Brake _____
- 20. Seat Belt _____

After completion send/file (to/at): _____

List maintenance items that need to be corrected by mechanic or vendor:

(Signature)

(Date)

(Printed Name)