

---

Applies to: employees, staff, and students.

## **INTRODUCTION**

The University of Wisconsin-Milwaukee (UWM) requires all employees, staff, students, contractors, and subcontractors that operate powered industrial trucks to comply with the requirements of this standard operating procedure (SOP), OSHA: 29 CFR 1910.178, *Powered Industrial Trucks*, and National Fire Protection Association (NFPA) 505, *Fire Safety Standard for Powered Industrial Trucks Including Type Designations, Areas of Use, Maintenance, and Operation*.

This program establishes the requirements for operating forklifts and motorized hand trucks powered by electric and internal combustion engines including, but not limited to operation, training and evaluation, inspection, maintenance, and recordkeeping.

## **SCOPE**

This program applies to all employees, staff, and students that operate powered industrial trucks (PITs).

This program applies to the following equipment (see Appendix B for specific examples):

- Class I – Electric Motor Rider Trucks
- Class II – Electrical Motor Narrow Aisle Trucks
- Class III – Electric Motor Hand or Hand/Rider Trucks
- Class IV – Internal Combustion Engine Trucks – Cushion (solid) Tires
- Class V - Internal Combustion Engine Trucks – Pneumatic Tires
- Class VI – Electric & Internal Combustion Engine Tractors
- Class VII – Rough Terrain Forklift Trucks

This program does not apply to the following equipment:

- Facility Services vehicles intended primarily for earth moving or lawn maintenance
- Golf carts, Buildings and Grounds utility vehicles, Police Razor, or other similar types of rough terrain vehicles
- Aerial lifts and scissor lifts
- Construction jobs by contractors

## **PURPOSE**

This program has been established to:

- Protect the health and safety of all employees assigned to operate and work near PITs.
- Ensure the safe operation of PITs to reduce the risk of physical injury or property damage
- Ensure that departments understand and comply with safety standards related to PITs
- Assign responsibilities to personnel which are necessary for successful implementation

## **DEFINITIONS**

**Authorized Service Person:** Someone with training and experience on the brands/models being serviced. There are specific safety considerations that are unique to PITs, thus the training must be specific to the brands/models being serviced.

**Certified Operator:** Certification of an operator is a three-step process consisting of online training, classroom and hands-on training, and hands-on evaluation. Once the employee has successfully completed all three steps they are considered to be a certified operator.

**Competent Trainer and Evaluator:** An employee who has successfully completed a Train-the-Trainer or equivalent type of PIT training program providing the knowledge, training and experience to train PIT operators and evaluate their competence. The Trainer/Evaluator shall be familiar with the type and operation of the PIT to be used by the operators. A contractor or equipment vendor who has experience training and evaluating PIT safety and operation and is familiar with the equipment is also permitted to be a Competent Trainer and Evaluator.

**Fixed Jacks:** Devices which hold one end of a trailer to avoid the possibility of the trailer being "up-ended" in the course of PIT operations. The word "fixed" indicates that such jacks are not temporary in nature but are an integral part of the trailer frame. They are folded up and under the trailer after loading or unloading activities have been completed and the trailer is reattached to its tractor.

**Powered Industrial Truck (PIT):** Vehicles which are commonly called "forklifts" or "lift trucks" and are used primarily to move materials. They can be used to move, raise, lower, or remove large objects or a number of smaller objects on pallets or in boxes, crates, or other containers. PITs can be ridden or, if so designed, controlled by a walking operator. Earth moving and over-the-road haulage trucks are not included in this definition.

## **RESPONSIBILITIES**

### **UWM Management**

- It is the responsibility of UWM to ensure that every department that operates PITs shall comply with all aspects of this program

### **UWM Safety & Assurances**

- Develop, implement, maintain and evaluate on a periodic basis UWM's Powered Industrial Truck Operator Program
- Provide training and training materials to operators to ensure they are educated on the operation of PITs
- Evaluate operators to ensure that they are capable of operating PITs safely
- Maintain documentation of training/ operator certification
- Assist departments in implementation of this program

### **Supervisors**

- Identify operators of PITs and ensure that they are certified to operate PITs
- Be thoroughly informed of the contents of this program and its application to their areas of responsibility and authority
- Ensure employees comply with all provisions of this program
- Ensure employees receive on the job training appropriate to their assigned tasks
- Ensure employees are provided with and use appropriate protective equipment

- Take prompt corrective action when unsafe conditions or practices are observed
- Investigate injuries and incidents within their work unit related to PIT usage

#### **Employees:**

- Follow the work practices described in this program to safely operate and work in the vicinity of PITs, including the use of appropriate protective equipment
- Attend all training required by this program
- Immediately report any unsafe conditions or concerns related to PIT safety to their supervisor

### **PROGRAM DETAILS**

#### **General Requirements**

- Operators shall review and follow the manufacturer's operating manual. A copy of the manual must be located on or near the equipment.
- Only certified operators shall operate a PIT.
- Operators shall follow safe work practices when operating a PIT, a list of common safe work practices are summarized in Appendix E.
- If a PIT is not equipped with a seatbelt the department must contact the manufacturer or forklift repair vendor to determine if a seatbelt can be retrofitted onto that PIT. If a PIT can be retrofitted with a seatbelt, it must be installed. If a seatbelt cannot be retrofitted, then the department must keep the documentation from the manufacturer.

#### **Pre-Use Inspections**

- Every PIT must undergo a pre-use inspection prior to use on each shift.
  - PITs not used during a shift do not have to undergo an inspection during that shift.
- Pre-use inspections must be documented using an appropriate checklist for the PIT similar to the one in Appendix A. **Refer to the manufacturer's inspection requirements for complete inspection details.**
- The pre-use inspection will identify conditions that could affect the safe use of the PIT. If any unsafe conditions exist, the PIT shall be removed from service. In order to remove a PIT from service, the operator shall remove the keys or take other measures to ensure PIT cannot be operated and place an "Out of Service" tag on the steering wheel or operating controls.
- Operators must immediately report any unsafe PIT conditions to their supervisor. When a PIT has been removed from service, the operator must give the keys to the supervisor for safekeeping. The supervisor is then responsible for ensuring the necessary arrangements are made for repair.

#### **Battery Charging, Filling and Fueling:**

##### **Charging Batteries**

- Charging is permitted only in designated areas.
  - Warning signs shall be posted at battery charging locations that state "Caution-battery charging station, No Smoking or Open Flames" (or equivalent).

- Adequate ventilation must be available to avoid the build-up of hydrogen gas during battery charging.
- A 10 lb. ABC fire extinguisher must be located within 20 feet.
- A means to protect charging apparatus from damage from trucks must be provided.

### **Filling Batteries**

- When filling batteries with water, the following personal protective equipment (PPE) at a minimum must be worn: Safety goggles or face shield w/ safety glasses, acid-resistant gloves and acid-resistant apron.
- A properly equipped battery filling station shall have:
  - An eyewash able to provide a 15 minute flow. The eyewash shall be located within 10 seconds walking distance of all battery filling areas.
- A phone or other means of communication in the event of an emergency.

### **Fueling (Liquid Petroleum, Gasoline, Diesel, etc.)**

- Signs shall be posted at fueling locations that state: “Danger – Propane, No Smoking or Open Flames” (or equivalent).
- Liquid petroleum (LP) cylinders shall only be stored outside in a secured and protected designated rack or storage area.
- When removing and attaching the connection to the LP cylinder, the following PPE at a minimum must be worn: Safety glasses and work gloves (leather or equivalent).
- LP cylinders shall be secured to the forklift before operating.
- LP cylinder connections shall be checked for leaks by sounds or smell of escaping gas.

### **Maintenance:**

- The manufacturer’s instructions regarding maintenance must be followed. (Such instructions are typically included in the owner’s manual for the PIT).
- An annual inspection is required and must be conducted by an authorized person qualified as a mechanic on the type of PIT or one having similar design characteristics.
- Any PIT with an identified safety issue must be immediately removed from service.
- Only authorized personnel shall perform PIT repairs and adjustments. All replacement parts shall be the same design as the original or an equivalent design as designated by the manufacturer.
- Maintenance performed by PIT operators is limited to replacing/disconnecting/connecting batteries, changing fuel cylinders, adding water to batteries, replacing light bulbs and replacing stickers and decals.
- No PIT with a leak in the fuel system may be operated until the leak has been eliminated. Repairs to the fuel and ignition system that involve fire hazards will be conducted in a location (non-flammable) designated for such repairs.
- Any PIT that emits hazardous sparks or flames from the exhaust system must be immediately removed from service and not returned to service until the cause has been eliminated.

## TRAINING AND EVALUATION

- Training must be completed prior to any use of the PIT. Certification of a PIT operator at UWM is a three-step process consisting of online training module, classroom instruction/hands-on training and hands-on evaluation.
- Training and evaluation is conducted by either a competent trainer from University Safety and Assurances (US&A) or a safety consultant/vendor who specializes in PIT training.
- Training must be specific to the class of PIT being used (i.e. forklift, pallet truck, etc).
- PIT training must cover the following truck-related topics:
  - Operating instructions, warnings, and precautions for the class of truck in question.
  - Differences in handling between PITs and automobiles.
  - Truck controls and instrumentation (where they are located, what they do, and how they work).
  - Engine or motor operation.
  - Steering and maneuvering.
  - Visibility (including restrictions due to loading).
  - Fork and attachment adaptation, operation, and use limitations.
  - Vehicle capacity.
  - Vehicle stability.
  - Pre-use inspection procedures.
  - Refueling and/or changing of batteries.
  - Operating limitations.
  - Fall protection (if applicable).
  - Proper attachment and use of any worker platform that may be utilized with the work unit's PIT.
- PIT training must cover the following workplace-related topics:
  - Surface conditions where the PIT will be operated.
  - Composition of loads to be carried and load stability.
  - Load manipulation, stacking, and unstacking.
  - Pedestrian traffic in areas where the PIT will be operated.
  - Narrow aisles and other restricted places where the PIT will be operated.
  - Ramps and other sloped surfaces that could affect the stability of the PIT.
  - Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.
  - Any other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation of the PIT.
- Employees shall not be allowed to operate rented equipment unless they have been previously certified on similar equipment. Operators are also required to review the owner's manual and shall be given ample time to become familiar with the equipment and its controls before operation is permitted. The vendor is required to review equipment with the user when the user is not familiar with the type of PIT.
- Trainees must successfully complete hands-on training and a hands-on evaluation before being allowed to operate a PIT independently. Trainees must be given adequate supervision and time to learn basic operating skills.
- Initial operator evaluations must be completed using the checklist found in Appendix D or equivalent.
  - Qualified Observers are as follows:

- Zach Steuerwald – For all employees
  - Greg Winters – For all employees
  - Adrian Robar – Facilities only
  - Bryant Ellis – Facilities only
- Documented re-evaluation of each PIT operator will be completed at least once every three years using Appendix D or equivalent. Re-training is not required for 3-year evaluation.
  - Re-evaluations shall be conducted by qualified observers.
  - Refresher training in relevant topics shall be provided to a PIT operator when any of the following occur:
    - The operator has been observed to be using the PIT in an unsafe manner.
    - The operator has been involved in an accident or a near-miss incident.
    - The operator has received an evaluation that reveals the operator is not using the PIT safely.
    - The operator is assigned to operate a different class of PIT.
    - A condition in the workplace changes in a manner that could affect safe operation of the PIT.

## **RECORDKEEPING**

US&A is responsible for maintaining the following records in order to meet the requirements of this program:

- Records of all PIT training provided to employees including training rosters or certificates and evaluation forms. Use Appendix C or equivalent to record the following information:
  - Name of the operator,
  - Date of certification,
  - Identity of the person(s) performing the training or evaluation,
  - Type of PIT
- Electronic training records are maintained

Each department maintaining a PIT shall retain the following records:

- A listing of all powered industrial trucks within the work unit.
- **Copies of all pre-use inspection forms for one year after completion.**
- Copies of annual inspection records for at least **four years.**
- Copies of repair records for at least **four years.**

Appendix A

**POWERED INDUSTRIAL TRUCK INSPECTION CHECKLIST**  
**(LPG POWERED VEHICLE)**

**TRUCK No.:** \_\_\_\_\_ **HOUR METER READING:** \_\_\_\_\_

**DEPT.:** \_\_\_\_\_ **SHIFT:** \_\_\_\_\_

Check Each Item	Condition		Explain Below If Not OK
	OK	NOT OK	
1. Fluid Levels and Fuel Tank			
2. Gauges and Indicators			
3. Brakes			
4. Steering			
5. Lights			
6. Tires			
7. Forks			
8. Carriage Operation			
9. Lift and Tilt Controls			
10. Horn and Back-up Alarm			
11. Visible Damage/ Leaks			

**Additional Remarks:** \_\_\_\_\_

---

**Inspected By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**POWERED INDUSTRIAL TRUCK INSPECTION CHECKLIST**  
**(ELECTRIC POWERED VEHICLE)**

**TRUCK NO.:** \_\_\_\_\_ **HOUR METER READING:** \_\_\_\_\_

**DEPT.:** \_\_\_\_\_ **SHIFT:** \_\_\_\_\_

Check Each Item	Condition		Explain Below If Not OK
	OK	NOT OK	
1. Battery			
2. Gauges and Indicators			
3. Brakes			
4. Steering			
5. Lights			
6. Tires			
7. Forks			
8. Carriage Operation			
9. Lift and Tilt Controls			
10. Horn and Back-up Alarm			
11. Visible Damage/ Leaks			

**Additional Remarks:** \_\_\_\_\_

**Inspected By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

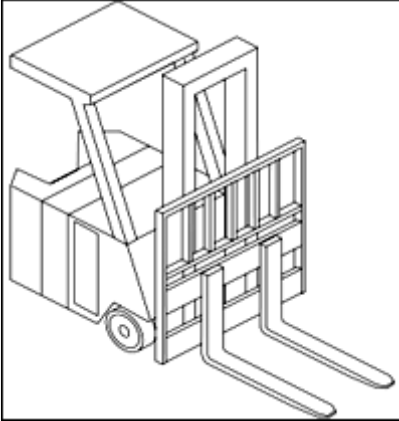


## Appendix B

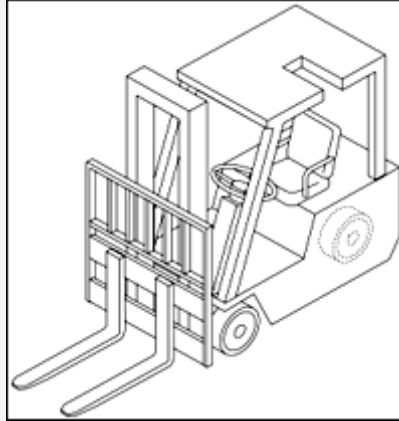
### Classes of Powered Industrial Trucks

#### Class I: Electric Motor Rider Trucks

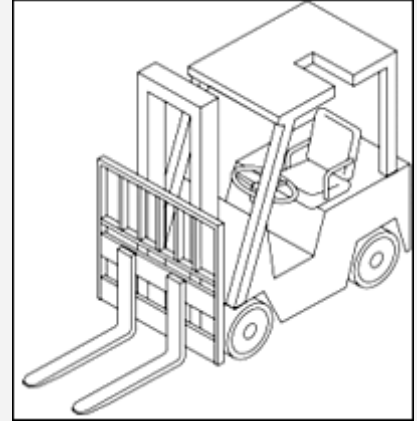
The following are examples of Class I powered industrial trucks.



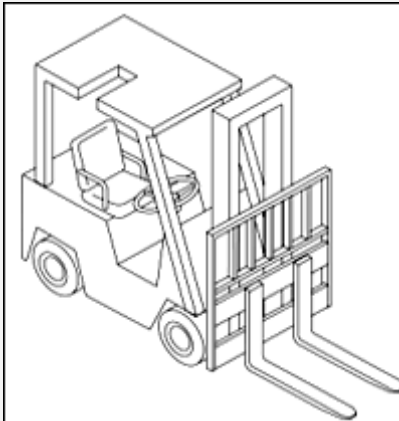
**Lift Code 1: Counterbalanced Rider Type,  
Stand Up.**



**Lift Code 4: Three Wheel Electric Trucks,  
Sit Down.**



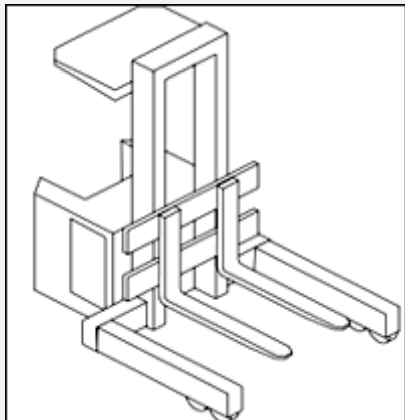
**Lift Code 5: Counterbalanced Rider,  
Cushion Tires, Sit Down.**



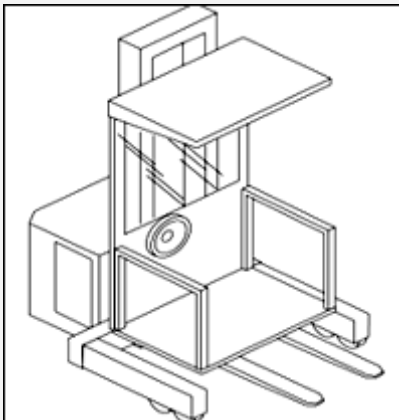
**Lift Code 6: Counterbalanced Rider,  
Pneumatic or Either Type Tire, Sit Down.**

**Class II: Electric Motor Narrow Aisle Trucks**

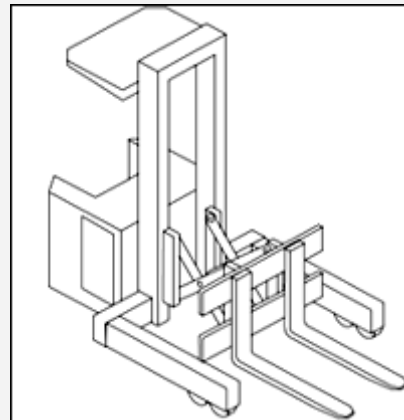
The following are examples of Class II powered industrial trucks.



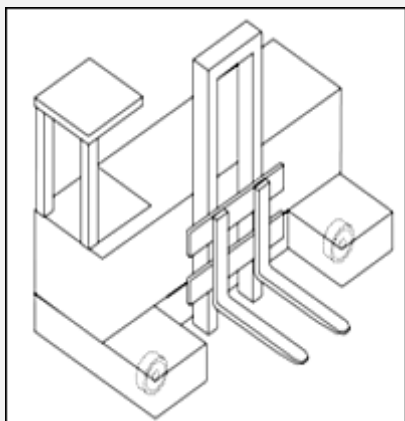
**Lift Code 1: High Lift Straddle.**



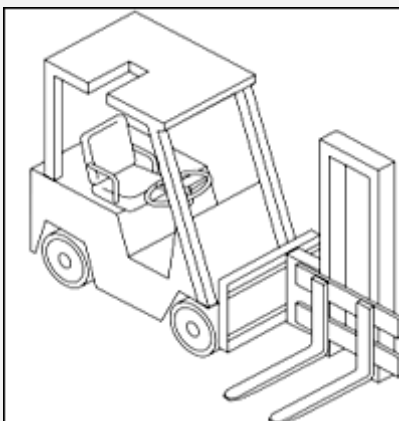
**Lift Code 2: Order Picker.**



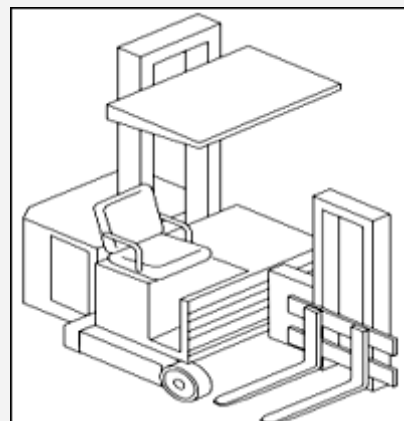
**Lift Code 3: Reach Type Outrigger.**



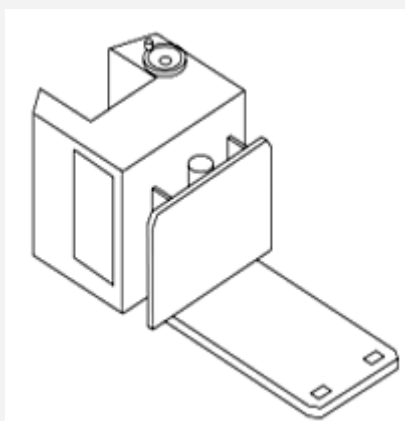
**Lift Code 4: Side Loaders: Platforms.**



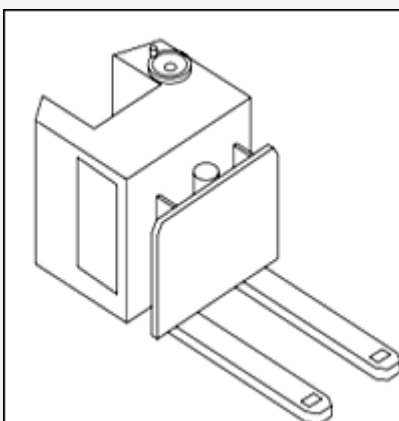
**Lift Code 4: Side Loaders: High Lift Pallet.**



**Lift Code 4: Turret Trucks.**



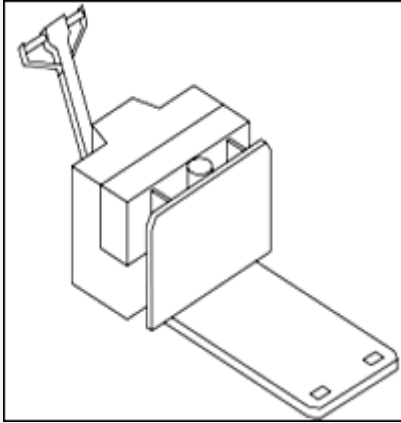
**Lift Code 6: Low Lift Platform.**



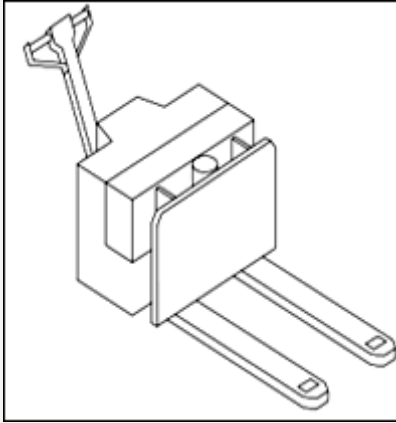
**Lift Code 6: Low Lift Pallet.**

**Class III: Electric Motor Hand Trucks or Hand/Rider Trucks**

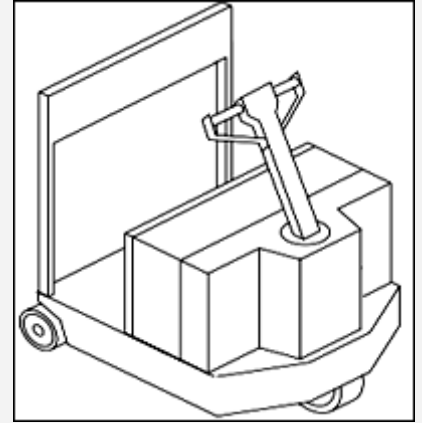
The following are examples of Class III powered industrial trucks.



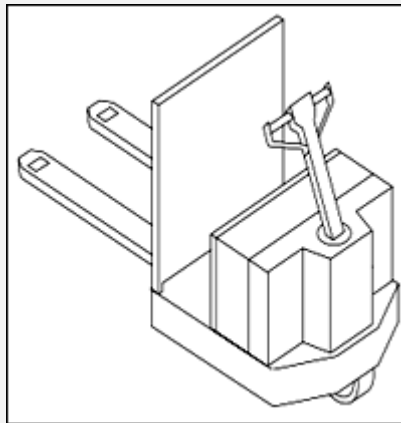
**Lift Code 1: Low Lift Platform.**



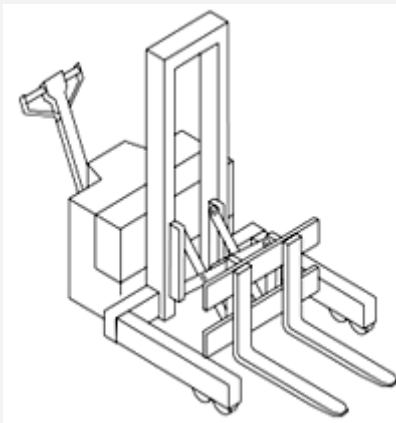
**Lift Code 2: Low Lift Walkie Pallet.**



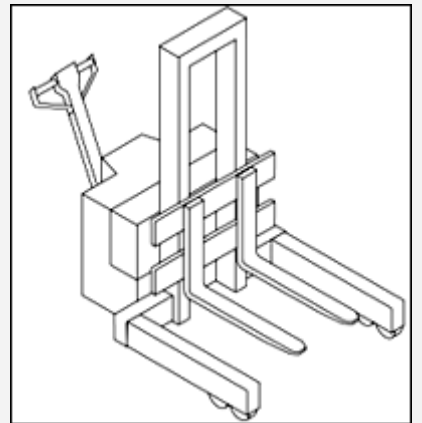
**Lift Code 3: Tractors**



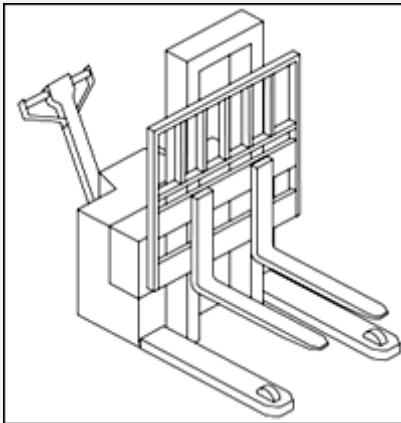
**Lift Code 4: Low Lift Walkie/Center Control.**



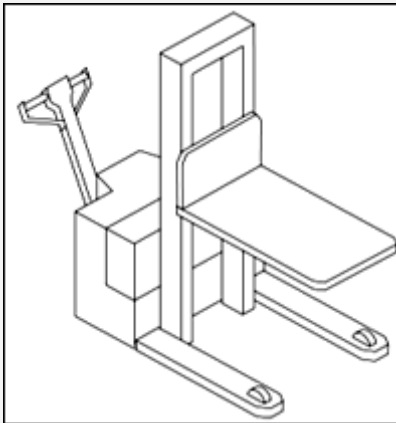
**Lift Code 5: Reach Type Outrigger.**



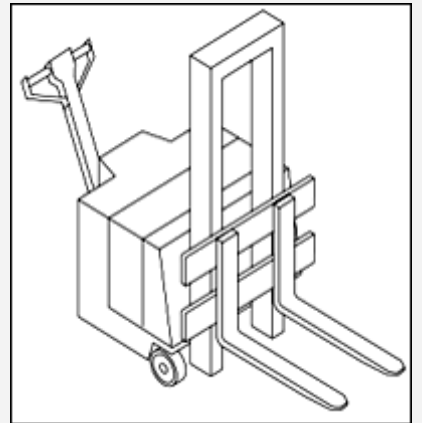
**Lift Code 6: High Lift Straddle.**



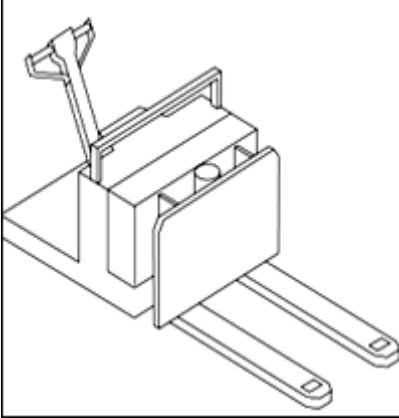
**Lift Code 6: Single Face Pallet.**



**Lift Code 6: High Lift Platform.**



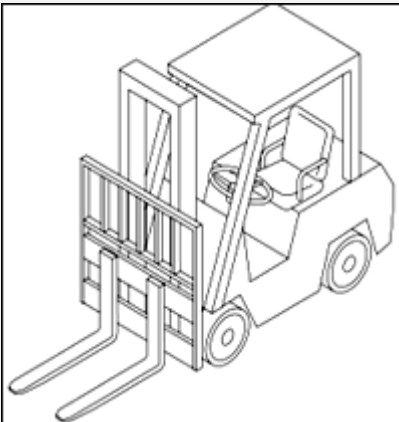
**Lift Code 7: High Lift Counterbalanced.**



**Lift Code 8: Low Lift Walkie/Rider  
Pallet and End Control.**

### **Class IV: Internal Combustion Engine Trucks (Solid/Cushion Tires)**

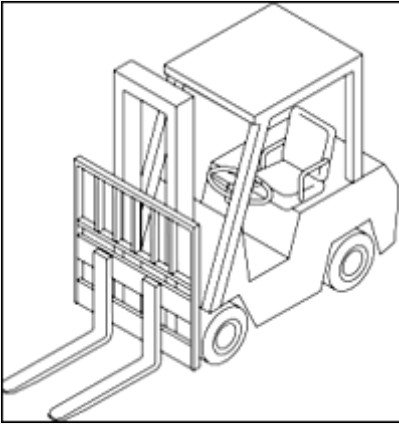
The following are examples of Class IV powered industrial trucks.



**Lift Code 3: Fork, Counterbalanced (Cushion  
Tire).**

### **Class V: Internal Combustion Engine Trucks (Pneumatic Tires)**

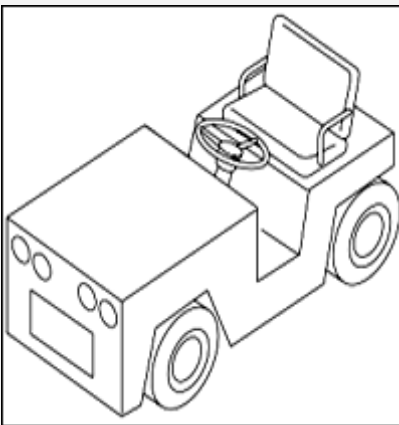
The following are examples of Class V powered industrial trucks.



**Lift Code 4: Fork, Counterbalanced  
(Pneumatic Tire).**

### **Class VI: Electric and Internal Combustion Engine Tractors**

The following are examples of Class VI powered industrial trucks.



**Lift Code 1: Sit-Down Rider  
(Draw Bar Pull Over 999 lbs.).**

## Class VII: Rough Terrain Forklift Trucks

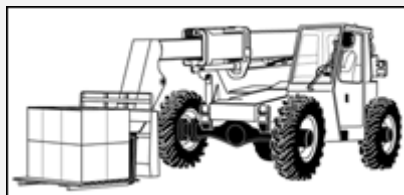
Class VII – Rough terrain forklift is a generic term used to describe forklifts typically intended for use on unimproved natural terrain and disturbed terrain construction sites. However, the term “rough terrain” does not imply that the forklift can be safely operated on every conceivable type of terrain.

There are three basic types of rough terrain forklift:



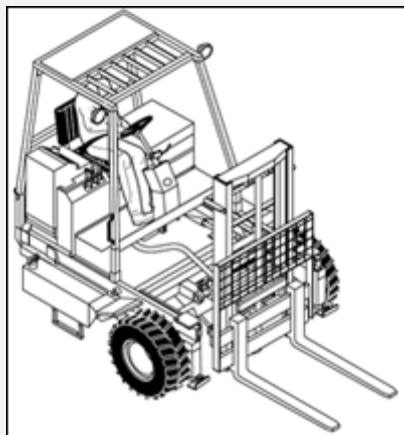
**Vertical mast type.**

This is an example of a ruggedly constructed forklift and is designed to be used primarily outdoors.



**Variable reach type.**

This is an example of a vehicle equipped with a telescoping boom, which enables it to pick and place loads at various distances and lift heights in front of the machine. The ability to reach out in front of the forklift allows the operator flexibility in the placement of a load.



**Truck/trailer mounted.**

This is an example of a portable self-propelled rough terrain forklift that is typically transported to the job site. It is mounted on a carrier to the back of a truck/trailer and is used to unload heavy items from the truck/trailer at the job site. Note that not all truck/trailer mounted forklifts are rough terrain forklifts.

The preceding images of PIT's were obtained from [www.OSHA.gov](http://www.OSHA.gov)

Appendix C

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

**FORKLIFT CERTIFICATION**

This Is To Certify That

\_\_\_\_\_  
Has Successfully Completed  
Forklift Training and Skills

Date: \_\_\_\_\_

Instructor:

Re-Evaluation Date: Three Years After Above Date

Appendix D  
**Forklift Operator's Evaluation**

Forklift Operator's Name \_\_\_\_\_ Lift Type & Model \_\_\_\_\_

Location \_\_\_\_\_ Date \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

\* Rating Key: S = Satisfactory, U = Unsatisfactory, NA = Not Applicable

Pre-Operation Inspection	Perf. Rating	Notes
1. Conducts pre-operation inspection and uses form		
Traveling Loaded or Unloaded		
1. Mounts and dismounts truck using three-point contact.		
2. Wears safety belt and keeps body within operator compartment.		
3. Maintains a safe speed.		
4. Looks in direction of travel before & while moving (Forward and Backward) and looks over both shoulders before backing.		
5. Uses truck lighting in dark areas.		
6. Travels with loads 2" - 4" above the ground and tilted back to stabilize the load (if the load represents a hazard of sliding off the forks during forward braking).		
7. Smooth starts, stops & direction changes.		
8. Sounds horn at blind corners - slows or stops as necessary.		
9. Travels right of center allowing room for step out, if possible.		
10. Leaves three or more lengths for stopping when following another vehicle.		
11. Avoids and removes debris, avoids holes and uneven ground		
12. Does not raise or lower the forks or load while traveling.		
13. Observe all traffic rules, warning signs, floor load limits, and overhead clearances.		
14. Travels in reverse when load partially obstructs visibility (can't see 5-feet in front of load)		
Load Handling		
1. Never handles loads in excess of truck capacity.		
2. Enters & exits pallets properly (forks level & properly spaced).		
3. Approaches load properly- squares up.		
4. Load far enough back on forks- near carriage.		
5. Does not turn with forks elevated.		
6. Keeps mast vertical (load level) when high stacking.		
7. Aligns loads properly in racks or stacks.		
8. Clears personnel from area near the load.		
Truck/Pedestrian Issues		
1. Slows, honks and looks for pedestrians at corners and step outs.		



2. Allows no pedestrians near operating truck particularly in trailers.		
3. Watches for pedestrians in tail swing area.		
4. Honks before passing pedestrians.		
5. Allows no pedestrians beneath load or to ride on truck, forks or pallet.		
<b>Truck or Trailer Loading</b>	<b>Perf. Rating</b>	<b>Notes</b>
1. Truck or trailer properly chocked - Jack stand used when needed.		
2. Inspects floor.		
3. Checks dock board capacity (installed correctly, if removable).		
4. Takes steps to prevent tractor-trailer pull-away.		
5. Uses lighting aids.		
6. Looks into trailer before entering with EACH load.		
<b>Ramps/Inclines</b>		
1. Travels with load upgrade - Takes precautions for visibility.		
2. Travels empty with counterweight upgrade.		
3. NEVER turns on ramps or inclines.		
<b>Parking</b>		
1. Lowers forks, sets brake, neutralizes transmission controls, chocks wheels on slope & shuts off LPG when parking for extended period of time.		
2. Parks in location not blocking firefighting equipment, electrical panels, doorways, stairways ladders or emergency exits.		
3. Shuts off engine if moving more than 25 feet from forklift or moving out of sight of it.		
<b>LPG Refueling</b>		
1. Closes valve on cylinder, lets engine run until stalls, and turns off engine.		
2. Allows no open flames or ignition sources in refueling area.		
3. Wears required PPE- gloves.		
<b>Battery Charging</b>		
1. Turns off lift.		
2. Allows no open flames or ignition sources in charging area.		
3. Wears required PPE- safety glasses, gloves		
4. Opens battery lid - does not remove caps.		
5. Does not plug charger into truck - Does not plug running charger to battery.		

- Based on this evaluation, the operator has successfully completed the evaluation and is qualified to operate the type of equipment listed above.
- Based on this evaluation, the operator has not demonstrated competence in operating the type of equipment listed above.

**Evaluator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Operator Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Appendix E  
General Safe Work Practices

- Modifications and additions that may affect the capacity or safe operation of a PIT are strictly prohibited without the manufacturer's written approval.
  - Capacity, operation, and maintenance instruction markings will be changed as necessary if the manufacturer approves a modification.
  - EHS must be notified before a modification takes place.
- PIT's will be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents will be used to clean trucks as necessary.
- PIT nameplates and associated markings must be in place and must be maintained in a legible condition.
- PITs shall be operated at a speed that allows them to be brought to a complete stop in a safe manner.
- Loads shall be carried at a height as low as practical above floor level.
- PIT operators must yield to pedestrians within the work area.
- Seat belts must be used if the PIT is so equipped.
- PIT operators must slow down and sound the horn at all blind intersections and cross aisles.
- All body parts shall remain within the operator's compartment during PIT movement.
- A clear view of the operator's path of travel must be maintained at all times.
- Operators shall slow down for wet or slippery surfaces.
- No person shall be permitted to stand under the elevated portions of any PIT (whether loaded or empty).
- When traveling behind another PIT or vehicle, operators shall maintain a following distance of at least three truck lengths including load.
- Operators must approach ramps and inclines in a straight direction (not at an angle).
- PITs may not be turned while on a ramp or incline.
- PITs may not be parked in front of any fire protection equipment, emergency equipment, or in a manner that would obstruct a person from exiting the area.
- Stunt driving and horseplay are strictly forbidden.
- PITs shall not be driven up to anyone standing in front of a fixed object.
- Wheels shall be blocked if PITs are parked on or near an incline.
- No riders are allowed on PITs not designed for this purpose.
- PITs may only be operated on grades or inclines for which they have been approved.
- PITs must be brought to a complete stop before an operator dismounts the vehicle.
- The load engaging means must be fully lowered, controls must be placed in neutral, and brakes must be set anytime the operator dismounts the PIT. The power must also be shut off if the operator is more than 25 feet away from the PIT or if the PIT is not within the operator's view.
- Attachments and auxiliary parts may only be used as intended by the manufacturer.
- PITs shall not be driven onto any elevator unless the operator has determined the capacity of the elevator has not been exceeded. Once on the elevator, the PIT must be shut off and the brakes set.

**The following safety practices shall be adhered to when operating any PIT carrying a load:**

- All PIT lifting attachments must have their capacity legibly marked.
- Only stable loads within the rated capacity of the PIT shall be handled.
- Loads shall always be fully engaged.
- Grades shall be ascended and descended slowly and carefully.
- PITs shall be driven with the load up grade.
- Loads shall be transported with the mast tilted slightly back for added stability.
- PITs shall be driven in reverse whenever the load obstructs the driver's forward view.

- The load shall not be lifted or lowered while the PIT is in motion.

**The following safety practices shall be adhered to when loading/unloading a truck/trailer:**

- The condition of the flooring must be inspected before loading/unloading.
- Dock plates must be properly secured before driving on them.
- Operators shall ensure truck brakes are set and dock locks are locked or wheel chocks are placed under the rear wheels to prevent trucks from rolling away from the dock while boarding with a powered industrial truck.
- It is recommended that trailers be unloaded while the tractor is attached. If this is not possible, operators shall ensure that fixed jacks are used to support semi-trailers and prevent up-ending during boarding and unloading.
  - When using portable jacks to support semi-trailers, they shall be used in conjunction with the fixed jacks located on the trailer. Operators shall follow the portable jack manufacturer's instructions on the appropriate number and placement of these jacks.

**The following safety practices shall be adhered to when operating any PIT model designed to lift personnel or when a PIT utilizes a platform to raise employees:**

- Platforms shall only be commercially purchased and shall not be fabricated in-house.
- The operator must wear a full body harness and be attached to a self retracting lifeline when utilizing a PIT in which a full guardrail system is not present (Order Picker, etc).
- PITs which utilize a removable type of worker platform must be protected by a full guardrail system.
- PIT platforms must be secured to the mast to eliminate the chance of the platform sliding off the forks.
- Platforms may not be raised while the PIT is in motion.
- Operators may not climb or step outside PIT platform railings.
- Ladders or other objects may not be placed on platforms as a means of providing additional reach. (Both of the operator's feet must remain on the platform).
- Caution shall be taken when operating in areas with overhead piping and doorways. Hardhats are required to be worn where overhead hazards are present.
- Outriggers must be used as recommended by the manufacturer.
- Proper clearances from electrical lines must be maintained **in accordance with the following table:**

<b>Voltage Range (Phase to Phase)</b>	<b>Minimum Safe Approach Distance (feet)</b>
0 to 300V	Avoid Contact
300V to 50 KV	10
>50KV to 200KV	15
>200KV to 350KV	20
>350KV to 500KV	25
>500KV to 750KV	35
>750KV to 1000KV	45