



**DEPARTMENT OF CORRECTIONS  
Human Resources**



<b>Title:</b>	<b>Powered Industrial Trucks</b>	<b>DOC Policy: 20.6.13</b>
<b>Effective:</b>	<b>12/7/11</b>	<b>Supersedes: 1/1/01</b>
<b>Applicability: All functional units</b>		
<b>Directives Cross-Reference: OAR 437, Division 2, Subdivision N, 1910.178 Powered Industrial Trucks, Subdivision Z, 1910.1000 Air Contaminants, Subdivision D, 1910.30 Other Working Surfaces</b>		
<b>Attachments: None</b>		

**I. PURPOSE**

To establish effective training and operational guidelines for staff and inmates in the use of powered industrial trucks.

**II. DEFINITIONS**

A. Powered Industrial Trucks: Forklifts, tractors, platform lift trucks, motorized hand trucks, motorized pallet jacks, and other specialized industrial trucks powered by electric motors or internal combustion engines. (Note: This does not include farm, earth moving vehicles, or over-the-road hauling.)

**III. POLICY**

A. General Requirements

1. All nameplates and markings on powered industrial trucks, including capacity rating, shall be in place and legible.
2. Modifications, alterations and/or additions that affect capacity and safe operation shall not be performed without prior written approval from the manufacturer of the powered industrial truck.
3. All rider type lift trucks shall be equipped with an overhead guard.
4. All powered industrial trucks with operator seating shall be equipped with seat belts that shall be used whenever the truck is in movement.
5. Lift trucks shall be equipped with vertical load backrests sufficient to prevent the load or any part of it from falling toward the operator.
6. Where general lighting is less than two lumens per square foot, auxiliary directional lighting shall be provided on the truck.
7. All powered industrial trucks shall have an operational horn. Lift trucks operating in a warehouse shall have a flashing yellow light mounted on top of the roll cage. This will serve as an additional warning device whenever the truck is in operation.

8. Gas or propane lift trucks shall not operate in warehouses where airflow is not adequate to remove carbon monoxide gas. At no time shall carbon monoxide gas levels exceed the Permissible Exposure Limit (PEL) of 50 PPM (8 hour time weighted average).
9. Passengers are not permitted to ride on powered motorized trucks.
10. Only authorized personnel are allowed to operate a powered motorized truck.
11. Only loads within the rated capacity of the truck shall be handled.
12. The operator shall keep arms and legs within the running lines of the truck. At no time shall any part of the body be placed between the uprights of the mast.
13. All operators of lift trucks shall wear appropriate head protection.
14. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.
15. All trucks not in use or when the operator is away shall be turned off, brakes set, and mast fully lowered.
16. Operators who must dismount from an operational truck shall set the brake, place controls in neutral, and fully lower the mast before dismounting.
17. All warehouses shall have traffic regulations to regulate speed and directions of travel.
18. All warehouses shall have designated pedestrian byways.
19. Trucks shall maintain safe distances from the truck ahead by at least three truck lengths. Trucks traveling in the same direction shall not pass at intersections, blind spots, or other dangerous locations.
20. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed.
21. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
22. Grades shall be ascended or descended slowly.
23. Stunt driving and horseplay shall not be permitted.
24. No person shall stand or pass under the elevated portion of any lift truck, whether loaded or empty.
25. Dockboards (bridge plates) and Ramps
  - a. Portable and powered dockboards shall be strong enough to carry the load imposed on them.

- b. Portable dockboards shall be secured in position either by being anchored or equipped with devices which will prevent their slipping.
  - c. Handholds or other effective means shall be provided on portable dockboards to permit safe handling.
  - d. Powered dockboards shall be designed and constructed in accordance with Commercial Standard CS202-56 (1961) "Industrial lifts and Hinged Loading Ramps" published by the U.S. Department of Commerce.
  - e. Ramps shall be constructed to adequately support the powered truck and its load.
  - f. Ramps shall be constructed with substantial guarding to prevent accidental side drive-off.
26. Powered trucks shall be examined daily and shall not be in service if they show any condition that adversely affects vehicle safety. If the truck is used on a round-the-clock basis it shall be examined after each shift.
27. 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 and not returned to service until repairs are completed.
28. Whenever any part of the truck is found to be in excess of its normal operating temperature the vehicle shall be removed from service and not returned until the cause for such overheating has been eliminated.
29. Powered trucks shall be kept in a clean condition, free of lint, excess oil, and grease.
30. Highway trucks and/or tractor-trailers shall have the brake set and wheel chocks in place before powered industrial trucks board them.
31. Fixed jacks may be necessary to support a semitrailer to prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
32. The flooring of all vehicles or trailers shall be checked for breakage and/or weakness before they are driven into or onto.

#### B. Fueling

- 1. The storage and handling of liquid fuels (gasoline, diesel) shall be in accordance with NFPA "Flammable and Combustible Liquids" Code (NFPA No. 30-1969).
- 2. The storage and handling of liquefied petroleum gas fuel shall be in accordance with NFPA Storage and "Handling of Liquefied Petroleum Gases" (NFPA No.58-1969).

#### C. Charging and Changing Batteries

- 1. Battery charging shall be located in areas designated for that purpose.

2. Battery charging areas shall have ways to neutralize and/or flush spilled electrolyte.
3. Fire protection shall be provided specific for the location and type of fire associated with electrical and batteries.
4. Adequate ventilation shall be provided for dispersal of fumes from batteries.
5. Precautions shall be taken to prevent open flames, sparks, or electric arcs in battery charging areas. Note: Battery charging can produce a highly flammable gas.
6. Gloves and eye protection (goggles, and face shield) shall be worn when checking or changing batteries.
7. Eyewash stations shall be in the immediate area of battery charging station.
8. Charging systems shall be protected from damage by lift trucks.
9. An overhead hoist or equivalent material handling equipment shall be use to change batteries.

D. Lifting personnel

1. A work platform must be firmly secured to the lifting carriage or forks and must also be equipped with standard guardrails or equivalent means.
2. The work platform shall be guarded to prevent contact with chains or other shear points on the lift truck.
3. The hydraulic system on the lifting truck shall be so designed that it will not drop faster than 135 feet per minute in the event of a failure in any part of the system.
4. An additional operator shall attend the lift equipment while workers are on the platform to act as a spotter and to facilitate communication between the personnel in the lift platform and the driver.
5. The lift vehicle shall not travel from point to point with the work platform elevated more than 4 feet while workers are on the platform. Inching may be permitted at heights if it is done at a very slow speed.

E. Training

1. Trainees may operate a powered industrial truck only:
  - a. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
  - b. Where such operation does not endanger the trainee, employees, or inmates.
2. Training shall include:
  - a. Operating instructions, warnings, and precautions for the types of trucks the operator will be authorized to operate;

- b. Differences between the truck and an automobile;
  - c. Truck control and instrumentation, where they are located, what they do, and how they work;
  - d. Engine or motor operation;
  - e. Steering and maneuvering;
  - f. Visibility (including restriction due to loading);
  - g. Fork and attachment adaptation, operation, and use limitations;
  - h. Vehicle capacity;
  - i. Vehicle stability;
  - j. Vehicle inspection procedures prior to use;
  - k. Refueling and/or charging of batteries;
  - l. Operating limitations;
  - m. Other operating instructions, warnings, or precautions listed in the operator's manual of the vehicle being trained for;
  - n. Surface conditions and where vehicle will be operated;
  - o. Load stability;
  - p. Load manipulation, stacking, and unstacking procedures;
  - q. Traffic patterns, direction of travel, pedestrian traffic, narrow aisles, and other limited visibility areas;
  - r. Ramps and other sloped surfaces that could affect the vehicles stability;
  - s. Use of gas engine trucks in closed workplace areas and the dangers of carbon monoxide or diesel exhaust;
  - t. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.
3. Refresher training shall be provided whenever:
- a. The operator has been observed to operate the vehicle in an unsafe manner;
  - b. The operator has been involved in an accident or near-miss incident;
  - c. The operator has received an evaluation that reveals the operator is not operating the truck safely;

- d. The operator is assigned to drive a different type of truck than originally trained for;
  - e. There are changes in the workplace that could affect safe operation of the truck.
4. Operator evaluation: Each operator of a powered industrial truck shall be evaluated on his/her operational performance at least once every three years.
5. Certification
- a. Each operator shall be certified that they have been trained and evaluated. Certification shall include the name of the operator, the date of training, the date of evaluation, and the names of the trainers and evaluators.
  - b. Central Training shall administer all training records.

#### **IV. IMPLEMENTATION**

This policy will be adopted immediately without further modification.

Certified: signature on file  
Birdie Worley, Rules Coordinator

Approved: signature on file  
Mitch Morrow, Deputy Director