

1 INTENT

The ultimate goal of this policy is to ensure the safety of the University at Albany community and property during the operation of powered industrial trucks (PITs) on campus.

2 SCOPE AND LIMITATIONS

This policy pertains to PIT operators, their supervisors, the departments owning the vehicles, and those departments serviced by the vehicles. This policy is in accordance with Occupational Safety and Health (OSHA) regulation **29 CFR 1910.178 Powered Industrial Trucks**, and does not include electric and Cushman carts.

3 DEFINITIONS

Powered Industrial Truck (PIT) – A mobile, power-driven vehicle used to carry, push, pull, lift, stack, or tier material. Vehicles that are commonly referred to as high lift trucks, counterbalanced trucks, rider trucks, forklift trucks, low-lift trucks, low-lift platform trucks, rough terrain forklift trucks, motorized hand trucks, pallet jack trucks, narrow aisle rider trucks, and high-lift order picker trucks are included. Aerial work platforms and vehicles primarily used for earth moving, snow removal, salting, or over-the-road haulage are not included in this program.

Certified PIT operator – A University employee that has attended the University's classroom and hands-on training program, and has passed both the written and practical tests given by a University representative.



4 RESPONSIBILITIES

4.1 Environmental Health and Safety (EH&S)

EH&S is responsible for the following aspects of this program:

1. Maintain a list of certified PIT operators currently authorized by the University at Albany.
2. Conduct the classroom portion of PIT operator training and administer a written test.
3. Perform periodic program audits to insure compliance with 29 CFR 1910.178, the OSHA regulation governing PITs.
4. Oversee the PIT program administration, including classroom training, hands-on training, and operator certification requirements.
5. Review all complaints received from the University community pertaining to the action of certified operators. If, after review, EH&S deems disciplinary action is needed, a recommendation will be made to operator's supervisor.

4.2 Responsibilities for departments assigned vehicles

Departments owning and operating PITs have the following responsibilities:

1. Maintain the vehicle in good working order through regular maintenance and prompt repairs, as prescribed by the manufacturer of that vehicle.
2. Inspect the vehicle before the first use of the day and document that inspection. Documentation is to be done via the completion of an inspection log, and maintained near the vehicle parking area, allowing easy access to subsequent operators during the day.
3. Ensure that only individuals certified by the University at Albany are allowed to operate the vehicle and that the vehicle is operated in a safe and acceptable manner as outlined in this policy.
4. Secure the vehicle during non-use hours, thus preventing operation by an unauthorized operator.

4.3 PIT operators

PIT operators have the following responsibilities:

1. Be certified by the University at Albany for PIT operation.
2. Carry on their person proof of certification while operating a PIT.
3. Visually inspect the vehicle before operation. If the operator is the first operator of the day, he/she is responsible for completing a written inspection log for the vehicle.
4. Operate the vehicle in a safe manner as outlined in this policy.

5 PIT OPERATION

5.1 Pre-operational requirements

1. All PITs are to be inspected by the operator prior to use. The inspection log shall be filled out by the first operator of the day and initialed by all subsequent operators that day.
2. If, at any time, a PIT is found to be defective or in any way unsafe, the unit shall be taken out of service until repairs are complete.
3. No vehicle shall be operated with a leak in the fuel system. Any unit suspected of leaking shall be tagged out of service until repairs can be made.

5.2 Liquefied petroleum gas (LPG) fueling requirements

1. Stop the vehicle in fuel storage area. Shut off the machine with forks down and set the brake.
2. If not out of fuel, follow step 1, but leave the engine running. Turn the valve on the tank off completely and allow engine to run out of fuel. When vehicle runs out of fuel, turn off ignition.
3. With the LPG tank valve closed, remove the fuel hose from the tank.
4. Remove the empty tank and replace with a full tank using good lifting technique. Ensure that tank position allows proper connection for the fuel hose and that straps can be fastened securely. Connect the fuel hose to the full tank. **HAND TIGHTEN ONLY.** Open the valve and check for leaks, both visually and audibly.
5. Place empty tank in the correct storage location.

5.3 Battery connect/disconnect

Battery connecting procedures:

1. Park and secure vehicle with the ignition switch turned off and the battery lead disconnected.
2. Make sure battery charger is turned off and is the proper voltage (check the name plate for proper voltage).
3. If applicable, open any vent doors to the battery compartment.
4. Check the battery and charger leads for corrosion and inspect the cable for condition.
5. Connect the charger lead to the battery.
6. Turn the charger on (per manufacturer direction). Set the charger for the type of charge desired, if necessary.
7. If charging meter needle fluctuates, immediately discontinue charging and contact the unit supervisor.

Battery disconnecting procedures:

1. Make sure the ignition switch is in the off position.
2. Make sure the charger is off.
3. Close the vent doors, if applicable.
4. Disconnect the battery charger from the lead and store properly.
5. Connect the battery lead to the motor lead.
6. Check the battery charge meter.

5.4 Rules of the "Road"

The following rules of forklift operation must be followed at all times.

1. All traffic regulations shall be observed, including stopping at stop signs and slowing down for caution signs.
2. A safe following distance (~3 truck lengths) shall be maintained from the vehicle in front.
3. Pedestrians have the right of way and all forklift operators shall yield to foot traffic.
4. Do not pass a forklift or Cushman cart traveling in the same direction as your vehicle.
5. All grades shall be ascended/descended slowly. When ascending/descending grades in excess of 10%, loaded forklifts shall be driven with the load upgrade. The load shall be tilted back and forks raised only as far as necessary to clear the road surface.
6. Under all conditions, the forklift will be operated at a speed that will allow the unit to be brought to a stop in a safe manner.
7. Stunt driving and horseplay shall not be permitted or tolerated.
8. No one will be permitted to stand or pass under the forks, whether loaded or empty.
9. All operators shall be required to slow down on wet and slippery floors.
10. The operator shall have a clear view of the path of travel while in motion. If the load is blocking the operator's view, use a spotter.
11. Running over loose objects/debris on the roadway surface shall be avoided.
12. No forklift shall carry passengers.
13. Dock plates shall be properly secured before they are driven over. Operators are expected to visually inspect dock plate condition and position before use.
14. All trailer, flatbed, and delivery truck floors are to be inspected for hazards by the operator before a forklift is driven onto them.
15. Exiting and entering trailers at the loading dock shall be done so with extreme care and slowly.
16. All trailers shall be chocked before a forklift enters. **NO EXCEPTIONS.**
17. All corners in the tunnel shall be negotiated at a reduced speed and with due care by the operator.
18. **NO** diesel or gasoline fueled PITs are allowed in the tunnels.
19. Operators will keep all body parts within the cabin area while operating a forklift.



20. No vehicle in need of repair shall be operated.
21. No running vehicle shall be left unattended. The operator shall take the key whenever he/she leaves the vehicle, regardless of the length of time or purpose for leaving the vehicle.
22. Always wear a seatbelt when operating a vehicle equipped with one.



6 REFERENCE:

1. 29 CFR 1910.178 Powered Industrial Trucks:
<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.178>