

**RUTGERS
UNIVERSITY**

**POWERED
INDUSTRIAL
TRUCK
PROGRAM**

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POWERED INDUSTRIAL TRUCK PROGRAM

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**RUTGERS UNIVERSITY
POWERED INDUSTRIAL TRUCK PROGRAM**

A. PURPOSE AND SCOPE:

1. **PURPOSE:** The purpose of this program is to establish criteria for the training of industrial truck operators and ensure employee(s)' health and safety while operating and/or working around powered industrial trucks, as required by OSHA CFR 29 CFR 1910.178.
2. **SCOPE:** This program covers all University employees who operate a Powered Industrial Trucks. Powered Industrial Trucks are any mobile power-propelled truck used to carry, push, pull, lift, and tier materials. Powered Industrial Trucks can be ridden or controlled by a walking operator. Examples includes forklifts, reach trucks, order pickers, and powered pallet jacks.

B. Lift Truck Requirements

1. All trucks owned or leased shall be of the approved type and conform to the design requirements of ASME/ANSI B56-1.1988.
2. All trucks shall bear a label or some other identifying mark indicating approval by the testing laboratory.
3. REHS shall determine the hazard classification of any atmosphere or location where trucks are to be utilized. Departments will be responsible to utilize only trucks designated for that location or area.
4. All high lift rider trucks shall be equipped with an overhead guard. The overhead guard shall not be covered with any opaque rain covering or shield that would interfere with the operators overhead vision.
5. All sit-down trucks that were manufactured prior to 1991, that do not currently have a seat belt shall be retrofitted by the manufacturer with the appropriate safety belt if the manufacturer has a retrofit program in place. Sit-down trucks manufacturers that do not have a retrofit program or no longer exist must have seat belts installed professionally.
6. Powered industrial trucks shall not be operated in areas where carbon monoxide levels may exceed Permissible Exposure Limits. An area assessment must be conducted for all fuel operated powered industrial truck operated inside buildings. Please contact REHS to arrange for an area assessment.
7. Trucks shall be equipped with a load backrest to prevent the load from falling toward the truck when he load is elevated and tilted backward.
8. A manufacturer's "Operators Manual" shall remain on the lift truck at all times.

9. All trucks shall be equipped with a back-up alarm.

C. Area Requirements

1. Permanent aisles shall be designated, clearly marked and kept clear of all obstructions.
2. Low clearances shall be identified and clearly marked with appropriate warning signs.
3. Every effort shall be made to keep pedestrian traffic separated from lift truck operations.

D. Responsibilities:

1. Deans, Directors and Department management are responsible for:
 - Monitoring equipment use and ensuring that all employees, visitors and contractors under their jurisdiction follow this procedure.
 - Coordinating operator training, and assigning hands-on training tasks suitable for the new operator's skill and experience.
 - Conducting accident investigations for all accidents and near miss incidents.
2. Operators are responsible for:
 - Operating a powered industrial truck only if trained and authorized.
 - Operating in accordance with this procedure and safe operating practices.
 - Inspecting the equipment and completing an inspection checklist at the beginning of each shift.
 - Immediately reporting any problems or unsafe conditions to their immediate supervisor.
 - Only operating equipment that is in safe operating condition.
 - Reporting all accidents, regardless of damage or injury, immediately to their supervisor. If injured, initiate emergency procedures for medical treatment.
3. The Rutgers Environmental Health & Safety Department (REHS) is responsible for:
 - Assisting in providing training.
 - Providing technical assistance.
 - Assisting in conducting accident investigations with the department.
4. Contractors are responsible for:

- Complying with the OSHA requirements.
- Providing qualified operators.
- Using compliant equipment.

E. Operator Training:

1. New operators shall complete a comprehensive training program. The training and certification are specific to the type of equipment the operators will use.
2. Certification requires completion of:
 - Introductory classroom training program focusing on equipment operating characteristics and safe operating procedures;
 - Hands-on training with coaching from an experienced operator/trainer; and
 - Hands-on operation skill evaluation conducted by the operator/trainer and supervisor.
3. All truck operators shall possess a valid state driver's license and observe the restrictions placed on that license including (but not limited to) corrective lenses if operating a truck on roads.
4. Experienced operators shall complete a classroom refresher training and hands-on review by their department or REHS at least once every three years.
5. Refresher training is also required whenever an operator demonstrates a deficiency in the safe operation of the truck.
6. Training shall be documented with the employee's name, trainer's name, date, and an outline of the training program or copies of the training materials. The Department shall maintain all records.

F. Maintenance and Inspection:

1. Only trained and authorized personnel shall be permitted to maintain, repair, and adjust industrial trucks.
2. The operator shall complete an inspection form at the beginning of each shift in which the equipment will be used. Inspection forms will be provided by REHS. Departments wishing to use their own forms must obtain approval by REHS. The Department must maintain all completed inspection forms on file.
3. If at any time a powered industrial truck is found to be in any way unsafe, the powered industrial truck shall be taken out of service immediately until it has been restored to safe operating condition. Place a tag on the truck that is unsafe to operate to prevent others from using the truck.

G. Rules and Procedures - Operation:

1. Only trained and authorized personnel are permitted to operate a powered industrial truck.
2. Only the operator is permitted on the industrial truck; no riders.
3. A safety harness shall be worn on order pickers whenever the platform is elevated.
4. No person shall be allowed to stand or pass under the elevated portion of any lift truck, whether loaded or empty.
5. Only an approved safety platform (cage) may be used for lifting personnel, not pallets. The platform may only be used for lifting personnel not for transporting them from one location to another.
6. Whenever a truck is equipped for lifting personnel, the following additional precautions shall be taken for the protection of personnel being elevated:
 - i. Only safety platforms, which are firmly secured to the lifting carriage and/or forks, shall be used;
 - ii. Only commercially designed and manufactured cages meeting ANSI Standards B56.1.7.34 may be utilized. NO hand built or temporary units may be used. The cage shall have:
 - a. A non-slip floor surface, no less than 4 feet by 4 feet;
 - b. A high mesh screen toward the upright;
 - c. 42" high railings and 4" toe plates on all sides;
 - d. A railing and gate that shall hold 200 lbs of horizontal push without giving;
 - e. A gate that only swings inward and works easily;
 - f. Fork channels under the floor; and
 - g. A chain or other positive locking device utilized to ensure the cage is secured to the fork carriage.
 - iii. Means shall be provided whereby personnel on the platform can shut off power to the truck ("kill switch").
 - iv. Protection from falling objects shall be provided either by an overhead guard or personal head protection.
 - v. The lift truck operator shall remain at the controls. Only minor adjustments or movements may be made and only at creep speed.
7. Forks must be kept as low as possible, whether loaded or empty, at all times.
8. Dockboards and bridgeplates shall have a high friction surface, be marked with their rated capacity, be properly secured, and be driven over carefully and slowly.
9. IF THE LIFT TRUCK TIPS OVER, DO NOT JUMP OFF! HOLD FIRMLY TO STEERING WHEEL, BRACE YOUR FEET, AND LEAN FORWARD AND

AWAY FROM THE POINT OF IMPACT.

10. Do not move material that is on damaged pallets, incorrectly loaded, or otherwise unsafe to handle.
11. The brakes must be set and wheel chocks must be placed under the rear wheels of trucks, trailers or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.
12. All traffic regulations shall be observed. University speed limits of 5mph shall be observed unless otherwise posted. A safe distance shall be maintained between vehicle and pedestrians (approximately three trunk lengths), and the truck shall be kept under control at all times.
13. The driver shall be required to slow down and sound horn at cross aisles 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.
14. 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.
15. Where general lighting is less than 2 lumens per square foot, auxiliary directional lighting shall be provided on the truck.

H. Parking/Stopping

1. Unattended Forklifts
 - i. A powered industrial truck is unattended when the operator is 25 feet or more away from the vehicle or whenever the operator leaves the vehicle and it is not in view. When a powered industrial truck is left unattended, the load engaging means must be fully lowered, controls neutralized, power shut off and brakes set.
 - ii. When the operator of an industrial truck is dismounted and within 25 feet of the truck still in his or her view, the load engaging means must be fully lowered, controls neutralized and the brakes set to prevent movement.
 - iii. Wheels must be blocked if the truck is parked on an incline.
2. Parked Forklifts
 - i. Operators are responsible for safe parking of their lift.
 - ii. Never park the lift truck where it may block an exit, stairway, hallway, door, emergency equipment, fire extinguisher or electrical service panel.

I. Powered Industrial Trucks

1. Gasoline/Diesel Powered

- i. The storage and handling of liquid fuels such as gasoline and diesel fuel shall be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA 30-1969). Contact Emergency Services for assistance in storing flammable and combustible liquids.
- ii. Fuel tanks shall not be filled while the engine is running.
- iii. Spillage shall be avoided. Spillage of oil or fuel shall be cleaned up immediately.
- iv. The fuel tank cap shall be replaced before starting the engine.
- v. No lift truck shall be operated with a leak in the fuel system. The truck shall be placed out of service until the leak has been corrected.
- vi. Open flames shall not be used for checking gasoline level in fuel tanks.
- vii. No smoking signs shall be posted in the area.

2. LPG/Propane Powered

- i. No truck may be operated with a leak in the fuel system.
- ii. The valve on the fuel cylinder must be closed when the forklift is not in operation and parked overnight.
- iii. The LP gas tank shall be shut off when "garaging" (leaving the lift truck in a closed space or room or leaving the truck out of service for 8 hours or more) the lift truck.
- iv. The fuel cylinder must always be secured in the brackets when the forklift is in operation.
- v. Fuel cylinders, empty or full, may not be stored inside the building.
- vi. If a fuel cylinder leaks, take it outside well away from the building and any sources of ignition. Contact Rutgers University Police Department. Due to the fire hazard, securing the area and allowing the cylinder to empty itself is preferred to attempting to repair the leak.
- vii. The storage and handling of liquefied petroleum gas shall be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA 58-1969). Contact Fire and Emergency Services for assistance in the storage of LPG.

viii. No smoking signs shall be posted in the area

3. Battery Powered

- i. An eye wash station and safety shower shall be available adjacent (unobstructed travel) to the designated area where battery maintenance is performed.
- ii. No smoking, flame or spark producing activities are permitted within 25 feet of batteries or truck connected to a charger.
- iii. Trucks shall be properly positioned and brake applied before attempting to change or charge batteries.
- iv. No smoking signs shall be posted in the area.
- v. A face shield or chemical splash goggles, an acid resistant apron, and acid resistant gloves shall be worn when handling battery acid.