APPLICATION

All New York University academic, commercial and residential facilities.

PURPOSE

To prevent injuries and assure safe operation and use of all powered industrial trucks.

POLICY AND GENERAL INFORMATION

Personnel permitted to drive Powered Industrial Trucks (e.g. forklifts, platform lift trucks, etc.) must demonstrate the knowledge and ability to operate the equipment safely to the satisfaction of a qualified examiner.

1.0 Responsibilities

1.1 The Department Head along with the Supervisor will be responsible for implementing the Powered Industrial Truck Program in their area. This will include assuring that all personnel follow all policies and procedures related to the safe operation of Powered Industrial Trucks, and will take corrective action in the event that an employee (operator) violates the established safe operating procedures.

1.2 The Supervisor will ensure that only those employees who have been trained to operate Powered Industrial Trucks will be allowed to do so. Employees will receive training prior to operating Powered Industrial Trucks and the Supervisor will maintain all required documentation within the department, including training records, operator certifications and pre-operational checklists.

1.3 The Employee (Operator) will conduct daily inspections (pre-operational checklist) of the PIT before it is used. An example checklist can be found on pages 9-10 detailing the items to be reviewed prior to operation. The employee will operate equipment safely and in accordance to operating instructions as well as OSHA 29CFR 1910.178, NYU Policy and manufacturer’s operator’s manual. Appropriate protective equipment will be worn at all times.

1.4 The Employee will report any defects or malfunctions to the supervisor immediately. The malfunctioning vehicle will not be used if the defect impairs the safe operation or use of the vehicle.

1.5 Environmental Services will be responsible for training the Supervisors on the requirements of this policy and the safe use of equipment.

2.0 Training
2.1 Environmental Services will provide training for NYU supervisors on the requirements of this policy and the safe use of equipment.

2.2 OSHA requires that all PIT operators receive initial training, as well as refresher training/evaluation. Refresher training in relevant topics shall be provided to the operator when:

2.2.1 The employee has been observed to operate the vehicle in an unsafe manner;

2.2.2 The employee has been involved in an accident or near-miss incident;

2.2.3 The employee is assigned to drive a different type of truck; or

2.2.4 A condition in the workplace changes in a manner that could affect the safe operation of the truck.

2.3 The training (initial and refresher) must be given by a qualified designated person/supervisor who has the requisite knowledge, training and experience to train Powered Industrial Truck operators. An evaluation of each individual operator’s performance will be conducted at least once every three years. This will include a performance-driving test. An example Performance Driving Test Evaluation Checklist can be found on pages 4-5 with a key on pages 6-8. It is the responsibility of the supervisor and individual operator to keep the certification current. The supervisor shall certify that each operator has been trained and evaluated as required by paragraph (l) of 29 CFR 1910.178. The certification shall include the name of the operator, the date of training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation. A copy of all training records and certifications will be forwarded to Environmental Services by the supervisor.

3.0 Record Keeping

3.1 The supervisor in charge of each area where a PIT is used will maintain the certification of training records and pre-operational checklists for each employee who is authorized to operate a PIT within the supervisor’s designated area. Training certification includes the name of the trainee, the date of training, and the signature of the person performing the training and evaluation. The supervisor is required to notify Environmental Services when training is scheduled to occur, and will send Environmental Services copies of all training records when training is completed. Environmental Services will also maintain copies of training certifications, current training materials and course outline, and the name and address of trainer if conducted by an outside agency.

4.0 Performance Driving Test Requirements

4.1 The supervisor will administer a performance-driving test to each prospective operator.

4.2 The operator is required to locate and explain all operational controls.

4.3 The operator is to perform all driving and loading/unloading maneuvers deemed necessary by the supervisor.
4.4 Upon satisfactory completion of the test procedures, a certificate will be issued indicating successful completion of the performance-driving test signed by the supervisor and a copy sent to Environmental Services. The certification shall be valid up to three years and as long safe operating techniques are met.

5.0 Program Evaluation

5.1 Environmental Services will conduct an annual evaluation of the program.
5.0 Performance Test Evaluation Checklist for Powered Industrial Truck Operators

Operator’s Name (print): ___________________________________________________

Equipment Name: _________________________________________________________

Check all skills that apply. If skill does not apply mark N.A. next to box. See page 6 for Supervisor’s Key.

☐ 1. Showed familiarity with truck controls.
☐ 2. Gave proper signals when turning.
☐ 3. Slowed down at intersections.
☐ 4. Sounded horn at intersections.
☐ 5. Obeyed signs.
☐ 6. Kept a clear view of direction of travel.
☐ 7. Turned corners correctly – was aware of rear end swing.
☐ 8. Yielded to pedestrians.
☐ 9. Drove under control and within proper traffic aisles.
☐ 10. Approached load properly.
☐ 11. Lifted load properly.
☐ 12. Maneuvered properly.
☐ 13. Traveled with load at proper height.
☐ 15. Stopped smoothly/slowly.
☐ 16. Load balanced properly.
☐ 17. Forks under load all the way.
☐ 18. Carried parts/stock in approved containers.
☐ 20. Did place loads within marked area.
☐ 21. Did stack loads evenly and neatly.
☐ 22. Did drive backward when required.
☐ 23. Did check load weights.
☐ 24. Knows the center of gravity and load center of the vehicle.
Performance Test Evaluation Checklist for Powered Industrial Truck Operators (continued)

☐ 25. Can locate the nameplate and understands the information on it.
☐ 26. Knows the differences from and similarities to the handling of automobiles.
☐ 27. Understands the dangers of driving on inclines and ramps with and without a load.
☐ 28. Understands the affect floor or ground conditions may have on driving performance.
☐ 29. Understands the use of wheel chocks, jacks and other securing devices when necessary.
☐ 30. Did place forks on the floor when parked, controls neutralized, brake on set, power off.
☐ 31. Followed proper instructions for maintenance – checked both at beginning and end.

Overall Performance (Circle One):  Satisfactory  Unsatisfactory

Comments
__________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Supervisor:  __________________________________       _________________________________________
(Print name)                                                 (Sign name & date)
6.0 PIT Key to Performance Test Evaluation Checklist

6.0 The Supervisor is responsible for covering required topics for successful training. Below is a key that should accompany the Performance Test Evaluation Checklist. Keep in mind that the test and key may need to be tailored to fit your work area.

PIT Key to Performance Test Evaluation Checklist

1. The operator shall know where the controls are located, what they do, and how they work.
2. The operator shall know the proper arm signals for stop, left turn, right turn. (This is the correct method).
3. The operator shall obey all traffic rules: stop at stop signs, keep to the right, etc.
4. The operator shall sound the horn to warn people and other PITs when traveling in or out of buildings, at blind corners, passing doorways opening out to loading docks, etc.
5. The operator shall obey all traffic rules.
6. The operator shall look in the direction of travel, especially when backing up after placing or picking up a load. If the view forward is obstructed, the operator shall always drive in reverse.
7. The operator shall obey all traffic rules.
8. Pedestrians always have the right-of-way. The operator shall be aware of the surroundings at all times.
9. The operator shall drive at a manageable speed at all times.
10. The operator shall know that if the forks are not level when approaching a load, it will be difficult to pick up or place a load without pushing or pulling the load out of position. The operator shall always spread forks as wide apart as possible for better stability.
11. The operator shall pick up load to clear the floor or pallet rack before tilting the mast back (This is the correct method).
12. When the operator is traveling with a load, the PIT’s mast should be tilted back so that the forks are tilted up.
13. The operator shall keep forks approximately 4 to 6 inches from the floor at all times. The operator shall be aware of overhead clearances and exercise caution because they are always difficult to judge.
14. The operator shall lower load smoothly; the mast shall be tilted forward so that the forks are parallel to the ground prior to lowering the load (This is the correct method).
15. The operator shall stop in a slow and controlled manner.
16. The operator shall inspect the load for stability, projections, and damaged pallets before lifting. The operator shall secure all unstable loads.
17. Self explanatory
18. The operator shall inspect the load for container integrity.
19. Operator shall inspect bridge plates/ramps for cracks or signs of wear, and be sure it is properly secured.
20. Self explanatory
21. Self explanatory
22. Operator shall show control when driving in reverse.
23. The operator shall know the load capacity of the PIT. The operator shall know the maximum capacity of the PIT and shall never exceed it (adding an attachment to the PIT is like permanently...
carrying a load). Note: If the attachment weighs 1,000 pounds, the PIT’s capacity will automatically be reduced by 1,000 pounds.

24. The center of gravity is the exact point on which the entire load will balance. For loads of consistent material, this point will always be near the center of the load. For a load that contains materials with different weight or densities, the load center will be on the side containing the heavy material. The operator shall always pick up the load so that the center of gravity (or the side that weighs the most) is closest to the PIT’s vertical face of the forks. Most lifts are rated for a 24-inch load center. The load center is the distance from the vertical face of the forks to the center of gravity of the load. For example, if the PIT is rated for 5,000 pounds at 24 inches, it can safely lift a 5,000-pounds load as long as the center of gravity is 24 inches or less from the vertical face of the forks. However, if the load is greater than 24 inches, it will reduce the PIT’s capacity. Remember each PIT is different; however, it is safe to assume that for every additional inch beyond 24 inches, the capacity will be reduced by 100 pounds. Now using the same numbers suppose lifting a load that is 80 inches long and of consistent material. As mentioned above the load center will be near the center; 40 inches, or 16 inches greater than what this example PIT is rated for (24 inches). If 100 pounds is lost per inch extra over the load center, then the capacity of this example PIT is reduced by 1,600 pounds making the new maximum capacity 3,400 pounds. THIS IS THE MOST IMPORTANT CONCEPT TO UNDERSTAND FOR THE OPERATOR’S SAFETY.

25. The operator shall know where the nameplate is located on the PIT and understands the information on it (capacity, load center, etc.)

26. The operator shall know the differences in the handling of the PIT as compared to an automobile. Mostly, an automobile does not have a rear end swing. Personnel shall never be transported in a PIT, unless it is equipped with seats for two people and has properly designed and approved safety platform (cage) for lifting only.

27. The operator shall always proceed up or down a ramp or incline with the load always facing uphill. The exception, motorized hand trucks shall be operated with the load engaging means facing downhill. The operator shall understand that the center of gravity of a PIT has potential for shifting. The causes for the center of gravity to shift from side to side: cornering, unbalanced load (sway), tire going into a pothole, sloped surface, and turning on an incline or ramp. The causes for the center of gravity moving backwards or toward the operator: mast tilted back, stopping abruptly when going in reverse, quickly accelerating forward, and driving up a ramp. The causes for the center of gravity to move forward or away from the operator: capacity load, mast tilted forward, stopping abruptly when moving forward, quickly accelerating in reverse, driving down a ramp. ALWAYS KEEP A SAFE DISTANCE FROM THE EDGE OF RAMPS.

28. The operator shall be aware of trench covers and pit covers in the building. These vary greatly in strength and are a significant concern because of the weight of the PIT and the load it may be carrying. There are other floor conditions to be aware of for example slippery floors just to name one. Be aware of the conditions in the work area.

29. The operator shall be aware of the proper techniques to secure the PIT when transporting it inside a trailer. Ensure that the total weight of the equipment does not exceed the floor weight of the trailer. Trailer wheels shall be chocked and dock clamps in place before driving onto or into a trailer.

30. The operator shall have the forks flat on the ground, the parking brake set, all controls in neutral, the ignition off, and the keys removed from the ignition (unless the work area policy requires the keys to stay in the ignition).

31. The operator shall inspect the PIT prior to operating it. See Pre-operational Checklist on page 6 of this policy.
7.0 Pre-operational Daily Checklist

Date: ______________________

Check one:

☐ Propane/Gasoline/Diesel  ☐ Electric Sit-down  ☐ Electric Stand-up  ☐ Electric Pallet

Truck Serial Number: ___________________________  Operator: __________________________  Supervisor’s OK: __________________

Hour Meter Reading: _____________________________

Check each of the following items before the start of each shift. Let your supervisor and/or maintenance department know of any problem. DO NOT OPERATE A FAULTY TRUCK. Your safety is at risk.

After checking, mark each item accordingly. Explain on reverse as necessary.

Check boxes as follows:  ☑ OK  ☐ NG, needs attention, or repair. Circle problem and explain on reserve side.

<table>
<thead>
<tr>
<th>OK</th>
<th>NG</th>
<th>Visual Checks</th>
<th>OK</th>
<th>NG</th>
<th>Visual Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tires/Wheels: wear, damage, nuts tight</td>
<td></td>
<td></td>
<td>Engine: runs rough, noisy, leaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Head/Tail/Working Lights: damage, mounting, operation</td>
<td></td>
<td></td>
<td>Steering: loose/binding, leaks, operation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gauges/Instruments: damage, operation</td>
<td></td>
<td></td>
<td>Service Brake: linkage loose/binding, stops OK, grab</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operator Restraint: damage, mounting, operation, oily, dirty</td>
<td></td>
<td></td>
<td>Parking Brake: loose/binding, operational, adjustment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Warning Decals/Operators’ Manual: missing, not readable</td>
<td></td>
<td></td>
<td>Horn: Operation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Data Plate: not readable, missing</td>
<td></td>
<td></td>
<td>Backup Alarm (if equipped): mounting, operation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Overhead Guard: bent, cracked, loose, missing</td>
<td></td>
<td></td>
<td>Warning Lights (if equipped): mounting, operation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Load Back Rest: bent, cracked, loose, missing</td>
<td></td>
<td></td>
<td>Lift/Lower: loose/binding, excessive drift, leaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Forks: bent, worn, stops OK</td>
<td></td>
<td></td>
<td>Tilt: loose/binding, excessive drift, &quot;chatters,&quot; leaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Engine Oil: level, dirty, leaks</td>
<td></td>
<td></td>
<td>Attachments: mounting, damaged, operation, leaks</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hydraulic Oil: level, dirty, leaks</td>
<td></td>
<td></td>
<td>Battery Test (electric trucks only): indicator in green while holding full forward tilt</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Radiator: level, dirty, leaks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fuel: level, leaks</td>
<td></td>
<td></td>
<td>Control Levers: loose/binding, freely return to neutral</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Battery: connections loose, charge, electrolyte low</td>
<td></td>
<td></td>
<td>Directional Control: loose/binding, find neutral OK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Covers/Sheet metal: damaged, missing</td>
<td></td>
<td></td>
<td>Seat Brake (if equipped): loose/binding, operational, adjustment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brakes: linkage, reservoir fluid level, leaks debris on floor</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Explanation of problems marked on next page.
7.0 Pre-Operational Checklist (continued)

Explanation of Problems:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________