

Title: Powered Industrial Trucks (PIT) Procedure
Effective Date: November 2005
Revision Date: February 8, 2017
Issuing Authority: VP, Facilities and Construction Management
Responsible Officer: Director Environmental Health and Safety

PURPOSE OF THE PROCEDURE

To prevent injuries and assure safe operation and use of all Powered Industrial Trucks.

SCOPE OF THIS PROCEDURE

This procedure outlines the safe use and guidance for Powered Industrial Trucks used at all NYU facilities.

WHO NEEDS TO KNOW THIS PROCEDURE

All New York University academic, commercial and residential facilities that use Powered Industrial Trucks.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety

Environmental Health & Safety will be responsible for developing this procedure and communicating the requirements of this procedure and the safe use of equipment to NYU personnel who manage and use powered industrial trucks.

Facilities Manager, Department Manager, Construction Manager and Supervisors

The Department Head along with the Supervisor will be responsible for implementing the Powered Industrial Truck Procedure 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.

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.

The Employee (Operator) will conduct daily inspections (pre-operational checklist) of the PIT before it is used. The employee will operate equipment safely and in accordance with the manufacturer's operating instructions as well as OSHA 29CFR 1910.178, and the NYU Procedure. Appropriate protective equipment (PPE) will be worn at all times. If you have any questions regarding the selection of PPE, please contact EHS at .81450 or ehs@nyu.edu.

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.

PROCEDURE DEFINITIONS

Powered Industrial Truck (PIT): Any mobile power-propelled truck used to carry, push, pull, lift, stack or tier materials. Powered industrial trucks can be ridden or controlled by a walking operator.

UNIVERSITY PROCEDURE

RESPONSIBILITIES

Training:

1. Environmental Health & Safety will provide OSHA-related training for NYU supervisors and service employees and communicate the requirements of this procedure.
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:
 - a. The employee has been observed to operate the vehicle in an unsafe manner;
 - b. The employee has been involved in an accident or near-miss incident;
 - c. The employee is assigned to drive a different type of truck; or
 - d. A condition in the workplace changes in a manner that could affect the safe operation of the truck
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. 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 must be kept within the supervisor's department and forwarded to Environmental Health & Safety.

Record Keeping:

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, a summary of what the trainee was trained on and the signature of the person performing the training and evaluation. Should Environmental Health & Safety request copies of training certifications, current training materials and course outline, and the name and address of trainer if conducted by an outside agency, the supervisor must send the records to EHS.

Performance Driving Test Requirements:

1. The supervisor will administer a performance-driving test to each prospective operator.
2. The operator is required to locate and explain all operational controls.
3. The operator is to perform all driving and loading/unloading maneuvers deemed necessary by the supervisor.

Program Evaluation:

Environmental Health & Safety will conduct an annual evaluation of the program.

RELATED POLICIES

NYU Environmental Health and Safety Policy

RELEVANT RESOURCES

Powered Industrial Trucks 29 CFR 1910.178 A