

Subject: Powered Industrial Vehicle Safety	Date: 12/8/22
EH&S Program: Occupational Safety	Next Review: 12/8/25
Scope: University Wide	Original: 1990

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Policy:

Powered industrial vehicles are operated in a safe manner by trained and permitted Operators and vehicles are maintained in accordance with this policy.

Definitions:

Powered Industrial Trucks: Powered industrial trucks, commonly called forklifts or lift trucks, are used primarily to move materials. They can be used to move, raise, lower, or remove large objects or a number of smaller objects on pallets or in boxes, crates, or other containers.

Rider Truck: A powered industrial truck that is designed to be controlled by a riding driver.

Motorized Hand Truck: A powered industrial truck designed to be controlled by a walking individual, commonly referred to as a pallet jack or walker-stacker.

Procedures:

A. Responsibility for Vehicles

1. The Supervisor regularly assigned to a specific powered industrial vehicle is responsible for the Operator assignment and control of such vehicle.
2. Supervisors are responsible to ensure that vehicle operators possess a Department of Environmental Health and Safety (EH&S) issued Powered Industrial Vehicle Operator Permit for that type vehicle.
3. Operators are responsible for vehicles assigned to them by their Supervisor.
4. Supervisors and contractors ensure preventive maintenance on electrically and fuel powered vehicles is performed in conformance with the manufacturer's recommendations.

5. Only electric or propane operated powered industrial vehicles are permitted on loading docks or in buildings.
6. EH&S is responsible for conducting training and road-tests to ensure that Operators are proficient in operating the powered industrial vehicle.

B. Operator Permit Procedure

1. Only employees with a valid operating permit issued by EH&S are permitted to operate a powered industrial vehicle.
2. EH&S ensures that staff is competent to operate a powered industrial vehicle. The employee completes an examination, administered by EH&S, and a road test in order to demonstrate adequate knowledge of the safety requirements for vehicle operation.
3. Prior to conducting the examination, the Operator in training completes at least five (5) hours of practical training under the direction of the supervisor in charge of the powered industrial vehicle or designee.
4. Upon successful completion of the examination and road test, EH&S issues an operating permit to the employee which is valid for 3 years.

C. Operation of Vehicles

1. Vehicle specific manuals are made available for Operator use.
2. Operators visually check the vehicle for any defects prior to operation. The Operator Daily Checklist is available as a tool to complete this task.
3. Operators follow vehicle operation rules as set forth in the Powered Industrial Vehicle training.
 - a. A passenger is not permitted to ride on powered industrial vehicle with the Operator, unless the vehicle is designed for a second rider.
 - b. Operators must wear a seatbelt and drive at a safe speed (not in excess of 5 miles per hour in a clear area and not faster than walking pace in congested areas) and keep their vehicle under control at all times.
 - c. Operators come to a full stop at all stop signs, before entering any main aisle, and at all blind corners and sound horn. Operators avoid sudden stops, except in emergencies.

D. Permit Suspension and Revocation

1. Report all unsafe operating conditions to EH&S.

2. The Operator's supervisor, supervisor of the powered industrial vehicle, Public Safety or other managerial staff who observe unsafe operation shall stop operation immediately.
3. Immediate suspension of the Operator permit occurs if an injury results or property is substantially damaged due to an incident involving a powered industrial vehicle.
4. If a permit is suspended, a suspended permit can be reissued when the Operator demonstrates adequate knowledge of the rules for safe operation to the satisfaction of EH&S.
5. Incidents attributed to gross negligence may be cause for permanently revoking the operator permit.
6. EH&S determines if refresher training is warranted.

E. Incident Reporting

1. All powered industrial vehicle incidents involving personal injury and/or property damage are reported immediately by the Operator to their immediate supervisor. If an injury occurred, the Supervisor submits the Employee Injury/Illness Incident Report within 24 hours of occurrence, with a copy forwarded to EH&S, and Public Safety (if property damage involved).

Forms:

Powered Industrial Vehicle Operator Daily Checklist

Policy Cross Reference:

Hospital only: HR0016 Employee Occupational Injury/Illness Reporting

Relevant Standards/Codes/Rules/Regulations/Statutes:

29 CFR 1910.178 Powered Industrial Trucks

References and Resources:

[OSHA Powered Industrial Trucks \(Forklift\) eTool](#)

**POWERED INDUSTRIAL VEHICLE
OPERATOR DAILY CHECKLIST**

DATE	TRUCK NO.	BUILDING NO.	SHIFT
INTERNAL COMBUSTION	ELECTRIC	HOUR METER	
		START	

ACCELERATOR	HOUR METER
ALARMS	HYDRAULIC CONTROLS
BATTERY CONNECTOR	LIGHTS - HEAD AND TAIL
BATTERY - DISCHARGE INDICATOR	LIGHTS - WARNING
BELTS	MAST
BRAKES - PARKING	OIL LEAKS
BRAKES - SERVICE	OIL PRESSURE
CABLES	OVERHEAD GUARD
ENGINE OIL LEVEL	RADIATOR LEVEL
FORKS	SAFETY EQUIPMENT
FUEL LEVEL	STEERING
GAUGES	TIRES
HORN	UNUSUAL NOISES
HOSES	OTHER

DETAILS:

CHECK ANY DEFECTIVE ITEM WITH AN X AND GIVE DETAILS BELOW.