



City Manager: \_\_\_\_\_

## THE CITY OF POMONA

### SAFETY POLICIES AND PROCEDURES

### **POWERED INDUSTRIAL TRUCK POLICY**

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#### **I. PURPOSE**

The purpose of this Policy is to establish training requirements for the safe use of powered industrial trucks (Forklifts).

#### **II. APPLICABILITY**

This Policy applies to all employees who operate powered industrial trucks (forklifts) as part of their job duties.

#### **III. POLICY**

It is the policy of the City of Pomona to comply with all aspects of the Cal/OSHA requirements for powered industrial trucks specified in the Powered Industrial Truck Standard *Title 8, Subchapter 7, Article 25, Sections 3663, 3664, and 3668*.

#### **IV. DEFINITION OF TERMS**

*“Load Center”* – the position of the load’s center of gravity in the horizontal plane only, relative to the vertical load-engaging face of the forks. It constitutes the standard base for rating the load capacity of the lift truck.

*“Mast”* – the vertical arms of a forklift that allow the forks and load to travel a given distance for raising or lowering. The mast may be tilted forward or backward with operator controls.

*“Overhead Guard”* – a framework mounted on the lift truck and positioned above the head of the riding operator to protect against falling objects but not a load capacity.

*“Powered Industrial Truck”* – as defined by the American Society of Industrial Mechanical Engineers, ASME B56.1, any mobile, powered propelled truck used to carry, push, pull, lift, stack or tier material.

*“Stability Triangle”* – the triangle that has one point at the center of each front wheel and one point at the center of the lift truck’s steering wheel axle. The relative location, inside or outside the triangle, of the truck’s load combined center of gravity determines the stability of the truck.

## **POWERED INDUSTRIAL TRUCK POLICY (Continued)**

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### **V. RESPONSIBILITIES**

- A. Department Directors shall:
1. Ensure that the Powered Industrial Truck Policy is implemented if their department uses powered industrial trucks. The department director has the authority to delegate any or all portions of the Powered Industrial Truck policy to subordinates, but the department director will be held responsible for compliance.
- B. Supervisors shall:
1. Ensure that only properly trained and certified employees operate powered industrial trucks.
  2. Conduct on-the-spot corrections of operators when violations to the Powered Industrial Truck policy occur.
  3. Collect pre-operational checklists for powered industrial trucks and forward them to Fleet Maintenance.
- C. Employees shall:
1. Operate the powered industrial truck safely and in compliance with the Powered Industrial Truck policy.
  2. Report problems or deficiencies to their supervisor immediately, reporting the reason why the powered industrial truck is unsafe to operate.
  3. Report any unsafe acts or behavior immediately to their supervisor or to the Safety Officer.
  4. Complete a pre-operational checklist prior to utilizing any powered industrial truck.
- D. Safety Officer shall:
1. Update and maintain the Powered Industrial Truck Policy.
  2. Provide assistance in training employees on the proper use of powered industrial trucks.
  3. Provide guidance, advice, and assistance to management to achieve compliance with this Policy.

### **VI. PROCEDURE**

A. Training

The supervisor shall ensure that each powered industrial truck operator is competent to operate a powered industrial truck safely. Prior to permitting an employee to operate a powered industrial truck, the supervisor shall ensure that each operator has successfully completed the appropriate training program. Employees with no prior powered industrial truck experience must complete a combination of classroom, practical training, and evaluation of the operator's performance in the workplace.

Employees with powered industrial truck experience must complete a combination of

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classroom training and an evaluation of the operator's performance in the workplace.

All operator training and evaluation shall be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

Powered industrial truck operators shall receive classroom training in the following truck related topics:

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate;
  2. Differences between the truck and automobiles;
  3. Truck controls and instrumentation: where they are located, what they do, and how they work;
  4. Engine or motor operation;
  5. Steering and maneuvering;
  6. Visibility (including restrictions due to loading);
  7. Fork and attachment adaptation, operation, and use limitations;
  8. Vehicle capacity;
  9. Vehicle stability;
  10. Vehicle inspection that the operator will be required to perform;
  11. Refueling and/or changing and recharging batteries; and
  12. Operating limitations.
  13. Any other operating instructions, warning, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.
- a. The classroom training shall also contain the following workplace related topics:
- i. Surface conditions on which the vehicle will be operated;
  - ii. Composition of loads to be carried and load stability;
  - iii. Load manipulation, stacking, and unstacking;
  - iv. Pedestrian traffic in areas where the vehicle will be operated;
  - v. Narrow aisles and other restricted places as they relate to the operation of the vehicle;
  - vi. Hazardous locations in which the vehicle may be operated;
  - vii. Ramps and other sloped surfaces that could affect the vehicle's stability; and
  - viii. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a buildup of carbon monoxide or diesel exhaust.

**POWERED INDUSTRIAL TRUCK POLICY (Continued)**

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- b. Refresher training in relevant topics shall be provided to the operator when:
  - i. The operator has been observed to operate the vehicle in an unsafe manner;
  - ii. The operator has been involved in an accident or near-miss incident;
  - iii. The operator has received an evaluation that reveals that the operator is not operating the truck safely;
  - iv. The operator is assigned to drive a different type of truck; or
  - v. A condition in the workplace changes in a manner that could affect safe operation of the truck.

An evaluation of each powered industrial truck operator's performance shall be conducted at least once every three (3) years by either their supervisor or the Safety Officer. The *Forklift Evaluation Checklist* form shall be used for this purpose. The evaluation record must be retained for a period of three (3) years. This record shall be kept in the employee's personnel file. If an operator has previously received training in a topic specified above, and such training is appropriate to the truck and working conditions encountered, additional training in that topic is not required if the operator has been evaluated and found to be competent to operate the truck safely.

The supervisor shall certify that each operator has been trained and evaluated. The certification shall include the name of the operator, the date of the training, the date of the evaluation, and the identity of the person(s) performing the training or evaluation.

**B. Operating Rules**

The following operating rules shall be enforced:

1. Stunt driving and horseplay are prohibited;
2. No riders shall be permitted on vehicles unless provided with adequate riding facilities;
3. Employees shall not ride on the forks of lift trucks;
4. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist;
5. Employees shall not be allowed to stand, pass, or work under any elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling;
6. Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, this fact shall be reported immediately to a supervisor or Equipment Maintenance, and the vehicle shall not be put into service until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts;
7. No truck shall be operated with a leak in the fuel system;
8. The driver shall slow down and sound the horn at cross aisles and other locations

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- where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing;
9. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear;
  10. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object;
  11. Grades shall be ascended or descended slowly;
  12. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade;
  13. On all grades the load and load-engaging means shall be tilted back if applicable, and raised as only as far as necessary to clear the road surface;
  14. The forks shall always be carried as low as possible, consistent with safe operations;
  15. When leaving a vehicle unattended, the power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. A vehicle is considered unattended when the operator is over 25 feet from or out of sight of the industrial truck. When left on an incline, the wheels shall be blocked;
  16. When the operator of an industrial truck is dismounted and within 25 feet of the truck which remains in the operator's view, the load-engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement;
  17. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle;
  18. Prior to driving onto trucks and trailers, their flooring shall be checked for breaks and other structural weaknesses;
  19. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set;
  20. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car or truck;
  21. Trucks shall not be loaded in excess of their rated capacity;
  22. Extreme care shall be taken when tilting loads. Tilting forward with the load-engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load;
  23. The load engaging device shall be placed in such a manner that the load will be securely held or supported;
  24. Special precautions shall be taken in securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed;
  25. If loads are lifted by two or more trucks working in unison, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved; and

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26. The operator shall wear seatbelts at all times if provided by the truck. The operator shall also wear a hardhat at all times the forklift is in operation.

C. Maintenance of Industrial Trucks

Every industrial truck shall be equipped with brakes or other effective devices adequate to bring the vehicle to a complete stop while fully loaded. The industrial truck shall be equipped with a parking brake or other effective device to prevent the vehicle from moving when unattended. The industrial truck shall also be equipped with a warning horn, whistle, gong, or other device which can be heard clearly above the normal industrial noises in the places of employment.

Industrial trucks shall be kept in a clean condition free of debris, oil, and grease. Replacement parts for industrial trucks shall be equivalent in safety to the original parts. Repairs made to the fuel and ignition systems of industrial trucks which involve fire hazards shall be conducted only in locations designated as safe for such repairs.

Internal combustion engine-driven equipment shall be operated inside of buildings or enclosed structures, only when such operation does not result in harmful exposure to concentrations of dangerous gases or fumes. The rated capacity of all industrial lift trucks shall be displayed at all times on the vehicle in such a manner that it is readily visible to the operator.

D. Daily Inspection

All powered industrial truck operators shall use the *Daily Lift Truck Inspection* form prior to assuming control of any powered industrial truck. The operator must sign and date the form and submit the yellow copy to Fleet Maintenance. The white copy will be kept in the Division records. The *Daily Lift Truck Inspection* form shall be kept on site for a minimum of 90 days.

**VII. ACTION**

This revised Policy is effective 2/2/07.