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# Powered Industrial Truck, Powered Industrial Vehicle Program

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# Powered Industrial Vehicle Program

## 1. Purpose

The purpose of this program is to ensure that all powered industrial vehicles are used safely at SCU.

## 2. Applicability

This program covers the minimum requirements for SCU Employees for the inspection, care and use of powered industrial vehicles. For the purpose of this program, Powered Industrial Truck, Powered Industrial Vehicles (PIVs/PITs) include forklifts, high lift trucks, front end loaders, and tractors.

## 3. Definitions

NOTE: Definitions are in Attachment I. Review and use as necessary.

## 4. Roles and Responsibilities

The following are the SCU Roles and Responsibilities for Powered Industrial Vehicles:

Group	Responsibilities
Certified Industrial Truck Operators	<ul style="list-style-type: none"><li>• Participate in training and maintain a valid certification prior to operating powered industrial trucks.</li><li>• Conduct a pre-shift inspection of powered industrial truck before using it, or assure that one was conducted during their shift, and never operate an unsafe truck.</li><li>• Obey all operating rules.</li><li>• Report all incidents immediately to the Shift Leader and EHS (e.g. damaged product, near miss, injuries).</li><li>• Maintain at least 30 days of powered industrial vehicle inspection tags</li></ul>
Tractor Operators	<ul style="list-style-type: none"><li>• Participate in training to operate tractors.</li><li>• Conduct a check of the tractor prior to operation each day</li><li>• Report unsafe conditions to Supervisor and do not use tractor until it is made safe.</li><li>• Obey all operating rules.</li><li>• Report all incidents immediately to the Shift Leader and EHS (e.g. damaged product, near miss, injuries).</li><li>• Maintain at least 30 days of PIT inspection reports.</li></ul>

Facilities Dept, EHS Director	<ul style="list-style-type: none"> <li>• Determine what type of powered industrial truck or tractor may be safely utilized.</li> <li>• Ensure that specific training on the use of powered industrial vehicles is provided.</li> <li>• Determine through testing and observation what personnel are qualified to operate powered industrial trucks and assure that only certified personnel operate trucks.</li> <li>• Ensure that operating rules are properly posted in area of powered industrial vehicle use</li> <li>• Annually verify certified operators' performance on their specified powered industrial truck.</li> </ul>
EHS Director	<ul style="list-style-type: none"> <li>• Conduct program assessments as needed to verify compliance with this procedure.</li> <li>• Conduct a review for the adequacy and effectiveness of this program at least annually.</li> <li>• Conduct training or arrange for a third-party trainer to provide training to employees.</li> <li>• Identify and maintain an updated list of employees included in the program.</li> </ul>

## 5. Design and Modification Requirements

- Prior to acquisition of a power industrial vehicle, the workplace needs to be reviewed to determine what is suitable for the working environment. Factors such as load requirements, shelving and storage area design, presence of hazardous or explosive atmospheres, energy source (e.g., fuel or batteries) must be considered and only those units that may be safely operated will be utilized
- Modifications and additions which affect the capacity and safe operation of powered industrial vehicles may only be performed by the manufacturer or manufacturer's representative. Capacity, operations, and maintenance instruction plates, tags, decals, etc. must be updated if a modification changes the information they present.
- Capacity, operations, and maintenance plates, tags, decals, and warning labels must be affixed to the vehicle and maintained in a legible condition. (See Attachment 6).
- If forklift attachments are used that were not included in the original design capacity rating, the manufacture of the fork truck must be contacted and the truck re-marked with appropriate load ratings.
- All powered industrial vehicles utilized for lifting materials must be equipped with an overhead guard to protect the operator from falling objects.
- A load backrest extension must be utilized whenever necessary to minimize the possibility of the load or part of it from falling rearward.

- All lift trucks shall be equipped with rear view mirrors, horn, reversing light with audible alarm, seat belts or a system of stopping the driver being ejected should the truck roll more than 90 degrees and lights for use in badly lit areas (e.g. racking).
- All agricultural and industrial tractors manufactured after October 25, 1976 (except industrial tow tractors), must be equipped with rollover protective structures (as specified in Title 8, Section 3651) when operated by an employee.
- All sharp edges and corners at the tractor's operator station shall be appropriately treated to minimize operator injury in the event of upset.
- Industrial tractor batteries, fuel tanks, oil reservoirs, and coolant systems shall be constructed and located or sealed to assure that spillage will not occur which might be harmful to the operator in the event of an upset.

## 6. Procedures

### Step 1- Inspection

- All industrial vehicles and tractors must be inspected prior to each shift of operation to identify any safety or operational problems. Inspection will be documented using the designated checklist which should be kept near where the vehicle key is kept (see [Attachment 2](#)). Key inspection items (as applicable to the vehicle) that attention must be given to are the proper functioning of:  
Tires or Tracks, Horn, Lights, Battery, Controller, Brakes, Steering mechanism, Cooling system, and Lift system for forklifts (forks, chains, cable, and limit switches).
- Powered industrial vehicles not in safe operating condition will be removed from service and removed from service, and prevent use until repaired.
- No vehicles will be operated with a leak in the fuel system, hydraulic system or battery.
- The operating rules must be conspicuously posted where PITs are commonly stored or used ([Attachment 3](#) for Powered Industrial Trucks and [Attachment 4](#) for Tractors) as a reference for operators.

### Step 2- Route Planning

- Routes should be wide enough for the safe movement of the largest vehicle permitted to use them.
- They should be wide enough to allow vehicles to pass oncoming or parked vehicles safely without leaving the route.
- One-way systems or parking restrictions should be introduced where necessary.
- Traffic routes should be maintained in a condition to optimize grip and reduce slipping.
- Systems should be in place to ensure that spillages are cleaned regularly, and routes are free from obstructions, debris and other risks such as potholes.

- External routes may need separate maintenance regimes depending on weather conditions (wet, ice etc.).
- Traffic routes should be sufficiently well lit to ensure safe operation.
- When transport and pedestrian routes cross, adequate crossing places with suitable markings and signage should be provided. Crossing points should be located where pedestrians are able to see clearly in all directions.
- Additional requirements for Powered Industrial Trucks:
  - Doorways – internal doorways for powered industrial trucks should have clear vision on both sides of the door (through use of clear vision panels). Wherever practicable, pedestrians should be provided with separate doors avoiding the risk of collision, but if this is not possible clear marking should be used and other arrangements such as the use of audible alarms and visual warnings utilized.
  - Entrances to and from buildings should be designed to ensure that pedestrians do not directly enter traffic routes. When this is unavoidable barriers should prevent pedestrians walking into traffic routes.
  - Sharp or blind bends/corners should be avoided. If they are unavoidable measures such as one-way systems or mirrors should be implemented to reduce risk.

### **Step 3- Safe Operation**

- **Powered Industrial Trucks Operator Requirements**
  - Only certified operators are permitted to operate powered industrial trucks.
  - Powered industrial trucks shall not be operated unless the operator is in the proper operating position.
  - Stunt driving and horseplay is strictly prohibited.
  - Seatbelts must be utilized on all sit-down powered industrial trucks, where the manufacturer supplies these restraint systems.
  - Only the equipment operator is allowed on the powered industrial truck. No other riders are permitted.
  - Operators that may ascend over 6 feet from floor level in a stacker must be equipped with a fall restraint system and trained accordingly.
  - Operators must:
    - Not place any part of their bodies outside the running lines/cage of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exists.
    - Yield the right-of-way to trucks in the front and back main aisles of the cold warehouse.
    - Stop and sound the horn at all cross aisles, intersections, or other locations where vision is obstructed.
    - Always drive with forks trailing, with the exception of palletizing and truck loading areas.

- Always look in the direction of travel and shall not move a vehicle until it is certain that all personnel and traffic are clear. ○ Operator Driving Requirements
- Powered industrial trucks must not exceed a speed of 6.2 miles per hour (10 km per hour) (i.e. normal fast walking speed).
- A safe distance of at least 3 truck lengths must be kept between trucks traveling in the same direction.
- Trucks traveling in the same direction must not pass.
- Trucks must not be driven up to any personnel standing in front of a fixed object of such size that the employee could be trapped between the fixed object and the truck.
- All inclines/ramps must be ascended or descended slowly.
- When ascending or descending grades, loaded forklifts should travel with the load on the upgrade.
- When ascending or descending grades, the mast means shall be tilted back and forks raised only as far as necessary to clear the road surface.
- Hand trucks must be operated on all grades with the load-engaging means downgrade.
- Forks must always be between 6-8 inches above the floor surface when traveling.
- All sit down and stand up lifts will be driven backwards through doorways.
- Loading Requirements
- Motorized hand trucks will enter confined areas with the load end forward.
- Powered industrial trucks must not be operated on floors or platforms that will not safely support the loaded vehicle.
- Prior to driving into trucks or trailers, their flooring will be checked by the operator to ensure there are no deficiencies or evidence structural weakness.
- Prior to driving into trucks or trailers, wheels must be chocked and parking brakes set. Dock locks and jacks are required if the tractor has been removed.
- A width of at least one truck tire must be maintained between the powered industrial truck and any dock, platform, etc. edge.
- Aisles used for PIT must be 3' wider than the widest truck, and 3' wider than the widest truck times two (2) if two-way traffic is allowed.
- Powered industrial trucks must not be loaded in excess of their capacity. (See attachment 6)
- Powered industrial trucks must not be used to open and close doors.
- A loaded vehicle must not be moved until the load is secure, with mast tilted back.

- Tilting forward with the load engaging means is prohibited except when picking up a load. Elevated loads must not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt will be limited to that necessary to stabilize the load.
- If loads are lifted by two or more trucks working in unison the total weight of the load must not exceed the combined capacity of all trucks involved.

#### Parking Requirements and Unattended Forklifts

- Whenever vehicles using LP gas are parked for more than one hour, it is recommended that the LP gas supply valve be closed.
- When the operator is 25 feet or more away from a vehicle, or less when the truck is not within view of the operator, the controls must be neutralized, power shutoff, brakes set, load engaging means fully lowered, and wheels blocked if the truck is parked on an incline.
- When the operator has dismounted and is within 25 feet of the truck and still within view, the forks of the truck must be fully lowered, controls neutralized, and the brakes set.

#### Employee Requirements

- Employees are not allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty.
- Employees are not allowed to ride/stand/be elevated on the forks of forklifts.

### Industrial Tractor

#### Operator Requirements

Every employee who operates an agricultural or industrial tractor must be instructed in the following procedures and in any other practices dictated by the work environment:

1. Securely fasten seat belt if the tractor has a roll over protection system (ROPS).
2. Where possible, avoid operating the tractor near ditches, embankments,
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads, and around trees.
6. Do not permit others to ride.
7. Operate the tractor smoothly--no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When tractor is stopped, set brakes securely and use park lock is available.

- Such information will be provided at the time of initial assignment and at least annually thereafter. Copies of these instructions, printed in a language understood by the majority of the employees, will be conspicuously posted at a place frequented by the drivers (Attachment 4).
- Every employee who operates an agricultural or industrial tractor is required to check the tractor prior to operation each day and if it is unsafe, report the matter immediately their Supervisor and shall not use the tractor again until it has been made safe.
- Operators are prohibited from stunt driving or horseplay while operating an agricultural or industrial tractor.
- No repairs will be performed on any agricultural or tractors until arrangements have been made to reduce the probability of injury to repairmen or others caused by sudden movement or operation of such equipment or its parts.

## **7. Reporting**

- For SCU Facilities Operations personnel, the Forklift Inspection Pre-Shift Tags will be turned in to the Buildings and Grounds supervisor and or EHS. For Academic personnel, the completed Forklift Inspection tags are maintained either on the PIT truck or in the office of the person responsible for the lift. Inspection tags are retained for a minimum period of 30 days.
- A review of the Certified Industrial Truck Operator's performance will be conducted by supervisory staff or in the case of Academic personnel, EHS, at least annually. The review will include (at a minimum) observation of use of the powered industrial truck for which the operator is certified.
- Certified Industrial Truck Operators must be retrained every three years with their certifications kept in their employee files and notification provided to the EHS Manager.
- EHS will conduct periodic reviews of the written program, inspection checklists, equipment, employee training, and specific operating procedures, to the degree necessary to assure program compliance. The review report including any deficiencies is submitted to the Facilities Director for issue resolution and corrective actions.

## **8. Training and Awareness**

### **Powered Industrial Truck Operator Training and Testing:**

- Employees designated to operate a powered industrial truck must be trained and certified prior to operating a powered industrial truck. Employees who have not been trained and certified can only operate a truck for training purposes only and only under the supervision of the trainer.
- Powered industrial truck operators must be trained on the topics listed in Attachment 5 through a combination of formal instruction, practical training, and an evaluation of the operator's performance in the workplace.

- During training, performance and oral/written tests are given by the instructor to measure the skill and knowledge of the operator in meeting the training requirements.
- Each Certified Industrial Truck Operator completing the training and testing in a satisfactory manner will be certified in that type of specific powered industrial truck.
- A standardized label or equivalent system readily identifies the specific equipment that certified operators are authorized to operate in the Facility e.g. adhesive labels affixed to head protection, patches on uniform, postings, etc.
- The EHS Director maintains the Powered Industrial Truck Operator certification records.
- Operator certifications are not valid for a period longer than three years. Operators must be recertified if they are to be allowed to operate Powered Industrial Trucks.
- Refresher training is conducted whenever:
  - The operator has been observed to operate the vehicle in an unsafe manner
  - The operator has been involved in a vehicle incident or near miss
  - The operator has received an evaluation that reveals the operator is not operating the truck safely
  - The operator is assigned to drive a different type of truck
  - The condition of the workplace changes in a manner that could affect safe operation of the truck
  - A period of three years has passed since the operator's last training

**Industrial Tractor Operator Training and Testing:**

- Every employee who operates an agricultural or industrial tractor must be instructed in the procedures listed in Attachment 5 and in any other practices dictated by the work environment.
- This information must be provided at the time of initial assignment and at least annually thereafter.
- Copies of these instructions, printed in a language understood by the majority of the employees, must be conspicuously posted at a place frequented by the drivers.

## 9. Record Retention

Completed records will be maintained as follows:

<b>Record</b>	<b>Location</b>	<b>Duration</b>	<b>Responsible Party</b>
Powered Industrial Truck Operating Rules and Tractor Postings	Where vehicle key is kept, and in work area	Current	EHS
Completed Industrial Truck Forklift Inspection Tags	EHS, Facility Files or Academic Personnel File as applicable	30 days	Bldg. Grounds, EHS, Academic Operator File as applicable
Powered Industrial Truck Safety Training Certification	EHS or Camino	3 years	EHS
Certified Powered Industrial Truck Operators List	EHS Files	3 years	EHS Director
Completed Powered Industrial Truck Program Review	Facility Files	3 years	EHS
EHS Review	EHS Files	3 years	EHS Director

## 10. References and Resources

8 CCR 3649-3668

29 CFR 1910.178

Cal OSHA General Industry Safety Order 3664

## **Attachment 1 – Definitions**

**Agricultural Tractor.** A wheel type vehicle, or track vehicle, of more than 20 engine horsepower, designed to furnish the power to pull, carry, propel, or drive implements that are designed for agriculture. All self-propelled implements are excluded.

**Canopy Guard (Overhead Guard).** An overhead protection or shield which covers the machine operator in a manner that will minimize the possibility of injury from falling objects.

**Crawler (Track-Type) Tractor-** a tractor having two continuous, parallel crawler belts, consisting of a series of tread shoes or links, encompassing rollers and drive tumblers, supporting a base frame which houses the propelling mechanism.

**High-Lift Truck-** an industrial truck equipped with a power-operated lifting device used for the transportation, tiering and positioning of loads. As used in this definition, high-lift trucks include rider less high-lift straddle trucks where the employee operates the truck using a moveable steering arm and control handle while standing or walking behind the truck. (Excluded are front-end loaders and tiering conveyors).

**Industrial Tow Tractor-** a powered industrial vehicle designed primarily to tow nonpowered trucks, trailers, or other mobile loads on roadways or improved surfaces.

**Industrial Tractor-** a wheel or track-type vehicle of more than 20 engine horsepower used in operations such as landscaping, construction services, loading, digging, grounds keeping, towing other non-powered trucks/trailers and highway maintenance.

**Industrial Truck-** a mobile power-driven truck used for hauling, pushing, lifting, or tiering materials where normal work is normally confined within the boundaries of a place of employment. As used in this definition, industrial trucks include unmanned automated or semi-automated transport vehicles which utilize wheels and run on guide rails or narrow-gauge rail tracks and can be operated by either remote control (i.e. a hand-held pendant) or radio communication.

**Load Backrest Extension-** a device (permanently affixed or removable) extending vertically from the fork carriage frame.



## Attachment 3

### **Powered Industrial Truck Operating Rules: Mandatory Posting**

General Industry Safety Order 3650 [https://www.dir.ca.gov/dosh/dosh\\_publications/IndTrucks\\_Eng.pdf](https://www.dir.ca.gov/dosh/dosh_publications/IndTrucks_Eng.pdf)

- Only certified operators are permitted to operate Powered Industrial Truck (PIT).
- Stunt driving and horseplay is strictly prohibited.
- Seatbelts must be utilized on all sit-down powered industrial trucks, where the manufacturer supplies these restraint systems.
- Only the equipment operator is allowed on the powered industrial truck. No other riders are permitted.
- Operators that may ascend over 6 feet from floor level in a stacker, must be equipped with a fall restraint system and trained accordingly.
- Employees are not allowed to ride/stand/be elevated on the forks of forklifts.
- Operators shall not place any part of their bodies outside the running lines/cage of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exists.
- Employees are not allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty.
- No truck shall be operated with a leak in the fuel system, hydraulic system or battery.
- Powered industrial trucks shall not exceed a speed of 5 miles per hour (i.e. normal fast walking speed).
- A safe distance of at least 3 truck lengths shall be kept between trucks traveling in the same direction.
- Trucks traveling in the same direction shall not be passed.
- Operators shall yield the right-of-way to trucks in the front and back main aisles of the cold warehouse.
- Operators shall stop and sound the horn at all cross aisles, intersections, or other locations where vision is obstructed.
- Operators shall always drive with forks trailing, with the exception of palletizing and truck loading areas.
- Operators shall always look in the direction of travel and shall not move a vehicle until it is certain that all personnel and traffic are clear.
- Trucks shall not be driven up to any personnel standing in front of a fixed object of such size that the employee could be trapped between the fixed object and the truck.
- All inclines/ramps shall be ascended or descended slowly.
- When ascending or descending grades, loaded forklifts should travel with the load on the upgrade.
- When ascending or descending grades, the mast means shall be tilted back and forks raised only as far as necessary to clear the road surface.
- Hand trucks shall be operated on all grades with the load-engaging means downgrade.

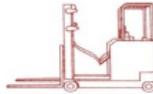
- Forks shall always be between 6-8 inches above the floor surface when traveling.
- When the operator is 25 feet or more away from a vehicle, or less when the truck is not within view of the operator, the controls shall be neutralized, power shutoff, brakes set, load engaging means fully lowered, and wheels blocked if the truck is parked on an incline.
- When the operator has dismounted and is within 25 feet of the truck and still within view, the forks of the truck shall be fully lowered, controls neutralized, and the brakes set.
- Motorized hand trucks shall enter confined areas with the load end forward.
- Powered industrial trucks shall not be operated on floors or platforms that will not safely support the loaded vehicle.
- Prior to driving into trucks or trailers, their flooring shall be checked by the operator to ensure there are no deficiencies or evidence structural weakness.
- Prior to driving into trucks or trailers, wheels must be chocked and parking brakes set.
- A width of at least one truck tire shall be maintained between the powered industrial truck and any dock, platform, etc. edge.
- Aisles used for PIT must be 3' wider than the widest truck, and 3' wider than the widest truck times two (2) if two-way traffic is allowed.
- Trucks shall not be loaded in excess of their capacity.
- A loaded vehicle shall not be moved until the load is secure, with mast tilted back.
- Tilting forward with the load engaging means is prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- Powered industrial trucks shall not be used to open and close doors.
- If loads are lifted by two or more trucks working in unison the total weight of the load shall not exceed the combined capacity of all trucks involved.
- Whenever vehicles using LP gas are parked for more than one hour, the LP gas supply valve shall be closed.
- All sit down and stand up lifts will be driven backwards through doorways.
- All powered industrial trucks shall be inspected prior to each shift of operation to identify any safety or operational problems.
- Powered industrial trucks shall not be operated unless the operator is in the proper operating position.

THIS DOCUMENT MUST BE CONSPICUOUSLY POSTED, AT ALL TIMES, FOR EMPLOYEES TO REVIEW

[Powered Industrial Truck Posting](#) Cal/OSHA



# OPERATING RULES FOR INDUSTRIAL TRUCKS



## General Industry Safety Order 3664 Operating Rules (Part (a))

- (a) Every employer using industrial trucks or industrial tow tractors shall post and enforce a set of operating rules including the appropriate rules listed in Section 3650 (t).

## General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

- (t) Industrial trucks and tow tractors shall be operated in a safe manner in accordance with the following operating rules:
  - (1) Only drivers authorized by the employer and trained in the safe operations of industrial trucks or industrial tow tractors pursuant to Section 3668 shall be permitted to operate such vehicles.
  - (2) Stunt driving and horseplay are prohibited.
  - (3) No riders shall be permitted on vehicles unless provided with adequate riding facilities.
  - (4) Employees shall not ride on the forks of lift trucks.
  - (5) 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.
  - (6) Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
  - (7) Drivers shall check the vehicle at the beginning of each shift, and if it is found to be unsafe, the matter shall be reported immediately to a foreman or mechanic, and the vehicle shall not be put in service again 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 forklifts (forks, chains, cable, and limit switches).
  - (8) No truck shall be operated with a leak in the fuel system.
  - (9) Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse - 3 seconds - passing the same point.

## General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

- (10) Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
- (11) The driver shall slow down and sound the 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.
- (12) Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
- (13) 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.
- (14) Grades shall be ascended or descended slowly.
  - (A) When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
  - (B) On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
  - (C) Motorized hand and hand/ride trucks shall be operated on all grades with the load-engaging means downgrade.
- (15) The forks shall always be carried as low as possible, consistent with safe operations.
- (16) When leaving a vehicle unattended (the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck), the brakes are set, the mast is brought to the vertical position, and forks are left in the down position, either:
  - (A) The power shall be shut off and, when left on an incline, the wheels shall be blocked; or
  - (B) The power may remain on provided the wheels are blocked, front and rear.
- (17) When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) 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.

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# OPERATING RULES FOR INDUSTRIAL TRUCKS



## General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

### Exception:

Forks on fork-equipped industrial trucks may be in the raised position for loading and unloading by the operator if the forks are raised no more than 42 inches above the same level on which the industrial truck is located, the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be securely blocked. Whenever the forks are raised, the operator will remain in the seat of the industrial truck except when the operator is actively loading or unloading materials.

- (18) Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the industrial truck's power shall be shut off and the brakes set.
- (19) Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
- (20) Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
- (21) Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
- (22) 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.
- (23) To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with Section 3333 of these Orders and Title 49, CFR, Section 218.27 which is hereby incorporated by reference.
- (24) 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.
- (25) Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
- (26) Trucks shall not be loaded in excess of their rated capacity.
- (27) A loaded vehicle shall not be moved until the load is safe and secure.

## General Industry Safety Order 3650 Industrial Trucks. General (Part (t))

- (28) 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 being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
- (29) The load engaging device shall be placed in such a manner that the load will be securely held or supported.
- (30) Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments, and during the operation of these trucks after the loads have been removed.
- (31) When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
  - (A) A device specifically designed for opening or closing doors shall be attached to the truck.
  - (B) The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
  - (C) The entire door opening operation shall be in full view of the operator.
  - (D) The truck operator and other employees shall be clear of the area where the door might fall while being opened.
- (32) 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.
- (33) When provided by the industrial truck manufacturer, an operator restraint system such as a seat belt shall be used.



Follow operating rules so that everyone is safe.

(2/2) RIGHT

November 2018

## **Attachment 4**

### **Tractor Operating Rules**

Every employee who operates an agricultural or industrial tractor shall be instructed in the following procedures and in any other practices dictated by the work environment. Such information shall be provided at the time of initial assignment and at least annually thereafter. Copies of these instructions, printed in a language understood by the majority of the employees, shall be conspicuously posted at a place frequented by the drivers.

Every employee who operates an agricultural or industrial tractor shall be required to check the tractor prior to operation each day and if it is unsafe report the matter immediately to a foreman or mechanic and shall not use the tractor again until it has been made safe.

Employees shall be prohibited from stunt driving or horseplay while operating an agricultural or industrial tractor.

No repairs shall be performed on any agricultural or industrial trucks or tractors until arrangements have been made to reduce the probability of injury to repairmen or others caused by sudden movement or operation of such equipment or its parts.

#### **TRACTOR OPERATING INSTRUCTIONS**

1. Securely fasten your seat belt if the tractor has a roll over protection system (ROPS).
2. Where possible, avoid operating the tractor near ditches, embankments,
3. Reduce speed when turning, crossing slopes, and on rough, slick, or muddy surfaces.
4. Stay off slopes too steep for safe operation.
5. Watch where you are going, especially at row ends, on roads, and around trees.
6. Do not permit others to ride.
7. Operate the tractor smoothly--no jerky turns, starts, or stops.
8. Hitch only to the drawbar and hitch points recommended by tractor manufacturers.
9. When tractor is stopped, set brakes securely and use park lock if available.

# **Attachment 5**

## **Powered Industrial Truck Operator Training: Required Topics**

- Responsibility of the operator to use the powered industrial truck safely
- How unsafe or improper operation can result in death or serious injury to the operator or others, damage to powered industrial truck or other property, product loss
- Characteristics of the powered industrial truck(s), including variation among trucks at the facility
- Similarities and differences to automobiles
- Significance of nameplate data, including rated capacity, warnings, and instructions affixed to the truck
- Operating instructions and warnings in the operating manual for the truck, and instructions for inspection and maintenance to be performed by the operator
- Type of motive power and its characteristics
- Method of steering
- Braking method and characteristics, with and without load
- Visibility with and with-out load, in forward and reverse
- Load handling capacity, weight and load center (including the use of additional fork attachments)
- Stability characteristics with and without load
- Controls – location, function, method of operation, identification symbols
- Load handling capabilities, forks, and attachments
- Battery charging and facilities
- Guards and protective devices for the specified type of truck
- Other characteristics of the specific truck
- Floor or ground conditions including temporary conditions
- Ramps and inclines, with and without the load
- Trailers and trucks to be loaded including the use of wheel chocks and jacks
- Narrow aisles, doorways, overhead wires and piping, and other areas of limited clearance
- Areas where the powered industrial truck may be operated around other trucks, vehicles, or pedestrians
- Operation near the edge of docks or platforms
- Other special operating conditions or hazards which may be encountered
- Proper pre-shift inspection and methods of removing from service a truck in need of repair
- Load handling techniques, lifting, lowering, picking up, placing, tilting, etc.
- Traveling with and without loads, turning corners
- Composition and characteristics of loads to be carried
- Closed areas and areas of insufficient ventilation
- All safe operating procedures and requirements of SCU's Program
- Training practice, under the supervision of the trainer (certified operator), including actual performance of all operating tasks such as load handling, maneuvering, traveling, stopping, starting, and other activities under conditions that will be encountered in the use of the truck

## Attachment 6:

### SAMPLE OF SCU FORKLIFT LOAD CAPACITY PLATES

**KOMATSU FORKLIFT MANUFACTURING CO OF U.S.A.**

MODEL FG25T-8 TYPE G  
 SERIAL NO. 141472A  
 ATTACHMENTS

LOAD C.G. C  
 A  
 B  
 FLOOR

CAPACITY WITH ATTACH. LISTED ABOVE OR FORKS WITH UPRIGHT VERTICAL

LBS.	A	B	C
5000	24	130	24

TRUCK WEIGHT 7950 WITH ATTACH.  
 TRUCK WEIGHT WITHOUT BATT.  
 ELECTRIC TRUCK ONLY  
 BATT. WEIGHT MAX. MIN.  
 BATT. CAPACITY A H V ID.  
 THIS TRUCK MEETS ANSI B56.1

**TOYOTA FORKLIFT TRUCK**

MODEL 7FGU30 SERIAL NO. 62218  
 MAST FSV BACK TILT 6 ATTACH SIDE-S  
 TYPE LP  
 FRONT TREAD 39.8 in TIRE 28X9-15/SOLID  
 1010 mm SIZE RP 6.50-10/SOLID  
 APPROX. WT. 10620 lb  
 4820 kg

RATED CAPACITY WITH VERTICAL MAST EQUIPPED AT MAX. LIFT HEIGHT

A	B	C	CAPACITY
187 in	24 in	0 in	5300 lb
4750 mm	600 mm	0 mm	2500 kg
187 in	30 in	0 in	4950 lb
4750 mm	760 mm	0 mm	2250 kg

Plates are required to be on Powered Industrial Trucks.  
 Do not lift items above the rated capacity.