

**SUNY GENESEO
ENVIRONMENTAL HEALTH & SAFETY**

Title: Powered Industrial Truck Program (PIT)	Approved by: Chuck Reyes
Revision No.: 2	Date: 12/29/23
Revised by: Frank Blasioli	Page 1 of 14

I. OVERVIEW

Powered industrial trucks (P.I.T.), better known as forklifts battery powered, pallet jacks and stand-up riding reach trucks are essential tools in handling materials. However material handling can be a significant safety concern. During the movement of products and materials, there are a number of opportunities for injuries and property damage. This document has been created to minimize the risk of injury to operators, bystanders, and to avoid damaging college property. Departments assigned this equipment will utilize this program to increase operator awareness of recognized safety standards. Qualified trainers will be used to provide all training activities. Written records will be kept in the respective departments and by Environmental Health and Safety (EHS) to document all training. Specific responsibilities for monitoring the effectiveness of this program are assigned to departments, supervisors, operators and EHS. This document will be reviewed annually by those departments affected by these requirements. The annual review will assess the current level of program compliance, the program’s effectiveness in reducing injuries and property damage, and address program improvements.

II. PERSONNEL AFFECTED

Department’s that utilize assigned powered industrial trucks must ensure that supervisors and operators comply with all aspects of this safety program. All college “P.I.T. operators” must successfully complete a training program and receive certification prior to the operation of any powered industrial truck. Contractors operating powered industrial trucks on college projects are expected to meet or exceed the requirements found in this program and comply with all applicable statues and regulations governing the use of powered industrial trucks as stated in section III of this document.

III. REQUIREMENTS

- OSHA Standard 29 CFR 1910.178 (Powered Industrial Trucks)
- ANSI/ ISTDF B56.1-1969 (Safety Standard for Low Lift and High Lift Trucks)

IV. PURPOSE

This program has been developed to reduce the risk of physical injury or property damage in areas where powered industrial trucks are in operation. It also brings the college into compliance with federal and state regulations.

V. SCOPE

This program applies to the operation of all powered industrial trucks, forklifts, Skid Steers, platform lift trucks, motorized hand trucks and other specialized industrial trucks.

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powered by electric motors or internal combustion engines by college employees and contractors engaged in college projects.

VI. PROCEDURES

A. Pre-Use Inspection

- Prior to the operation of any powered industrial truck the pre-inspection checklist found in Appendix A must be completed for the building 43 P.I.T. or found in Appendix B for the Central Stores P.I.T.s.
- This applies at the beginning of every work period and whenever a new equipment operator takes control of the powered industrial truck.
- Any safety defects such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm must be reported for immediate repair. They must also be locked and tagged and removed from service until repaired.

B. Operation

- Operators must wear seat belts, if so equipped, at all times.
- Operators must sound the horn and use extreme caution when backing up, meeting pedestrians, making turns and cornering.
- Passengers are not allowed to ride on an industrial truck unless the truck has an extra seat that allows the passenger to buckle-up while riding. We currently do not have any PITs that allow for extra passengers.
- Arms or legs may not be placed between the uprights of the mast or outside the running lines of the truck.
- Persons are not allowed to stand or pass under any elevated portion of the truck.
- Travel-ways must be maintained free from obstructions, aisles must be wide enough (six foot minimum) for vehicle operation.
- Maintain sufficient headroom under overhead installations such as lights, pipes, sprinkler systems etc.
- An overhead guard must be used a protection against falling objects.
- Lift capacity must be marked on all powered industrial trucks. Operators must assure the load does not exceed rated weight limits.
- When a powered industrial truck is left unattended (more than 25 ft. away or out of sight), load engaging means must be fully lowered, controls neutralized, power shut off and brakes set. Wheels must be blocked if the truck is parked on an incline.
- All modifications must be approved by the manufacturer, and new rated load capacities determined and posted on the truck. Written approval is required.

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- Operators must report all accidents, regardless of fault and severity to their supervisor.

C. Loading

- Only handle loads within the rated capacity of the truck.
- Loads should be safely arranged, stable, and centered. Always use caution when handling loads. Adjust long or high (including multiple-tiered) loads that may affect capacity.
- Trucks equipped with attachments must be operated as partially loaded trucks even when not handling a load.
- A load engaging means must be placed under the load as far as possible. The mast must be carefully tilted backward to stabilize the load.
- Use extreme care when tilting the load forward or backward, particularly when high tiering. Tilting forward with load engaging means elevated is prohibited except to pick up a load. An elevated load may not be tilted forward except when the load is in a deposit position. When stacking or tiering, use only enough backward tilt to stabilize the load.

D. Traveling

- The driver must 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 must travel with the load trailing.
- Loads must be tilted back and carried no more than four inches above the ground.
- The driver must look in the direction of and keep a clear view of the path of travel.
- Grades must be ascended and descended slowly. Position the load uphill relative to the operator when ascending or descending grades.
- Stunt driving and horse play is prohibited.
- While negotiating turns, reduce speed and turn the hand steering wheel in a smooth, sweeping motion.

E. Maintenance

- Any power-operated industrial truck not in safe operating condition must be removed from service and tagged. Authorized personnel must make all repairs.
- Trucks in need of repairs to the electrical system must have the battery disconnected before such repairs.

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- Only use replacement parts that are currently recommended by the manufacturer.

VII. RESPONSIBILITIES

Departments Utilizing Powered Industrial Trucks:

- Must implement and administer the Powered Industrial Truck program.
- Review the Powered Industrial Truck program annually for compliance and effectiveness.
- Verify that all employees who operate or work near powered industrial trucks are properly trained.
- Maintain written records of operator training on each model of a Powered Industrial Truck and the name of the trainer.
- Maintain annual inspections performed by the Powered Industrial Truck owner (department), including the date any problems found, the date when fixed and the name of the person performing the repairs.
- Maintain written records of the name and purchaser of each Powered Industrial Truck.
- Make recommendations for revisions if necessary.

A. Supervisors

- Coordinate employee training, and certify that all operators receive annual training including, but not limited to, the items listed in Section VIII of this document.
- Ensure that only trained and qualified individuals use powered industrial trucks.
- Verify employee compliance with the principles and practices outlined in the Powered Industrial Truck Program.
- Provide specific operational training for each powered industrial truck in their department.
- Observe the operation of powered industrial trucks in your department and correct unsafe practices.

B. Operators

- Complete the Powered Industrial Truck training program.
- Complete the daily pre-use inspection checklist before operating any powered industrial truck. The operators should sign off to document that this has been completed.
- At least annually review the procedures outlined in Section VI of this document.

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- Observe the operation of powered industrial trucks in your department and report unsafe practices to your supervisor.

C. Environmental Health and Safety

- Annually review and update the Powered industrial Truck program as necessary.
- Organize training programs upon request by college departments.
- Provide general safety training requirement for program.
- Monitor effectiveness of program by receiving copies of inspection checklists at the end of every month.
- Define appropriate eyewash facilities for battery charging/changing areas.
- Report unsafe operation practices to supervisor.

VIII. SAFE HANDLING PREPARATION

A. Potential Hazards

Before handling loads, be aware of the following:

- Off-center loads which may cause tip over or falling loads.
- Overloading which may cause tip over or falling loads.
- Damaged or loose loads which may come apart or tip over.

B. Requirements and Recommended Practices

- Secure the load so it is safely arranged and stable. [[29 CFR 1910.178\(o\)\(1\)](#)] Do not carry damaged merchandise unless it has been secured by wrapping or banding.
- Center the load as nearly as possible. [[29 CFR 1910.178\(o\)\(1\)](#)] Use caution when handling off-center loads that cannot be centered. [[29 CFR 1910.178\(o\)\(1\)](#)] Distribute the heaviest part of the load nearest the front wheels of the forklift.
- Do not overload. Know the stated capacity of your forklift and do not exceed it. [[29 CFR 1910.178\(o\)\(2\)](#)] Only by keeping within the weight limit can you operate the forklift safely.
- A forklift's capacity is rated for a specified load center. If the load is off-center, improperly distributed, or oversized, it may exceed capacity and unbalance the forklift. (Figure 3)
- Use the load extension backrest.

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IX. PROGRAM EVALUATION

Training Requirements

Employees who are authorized to operate powered industrial trucks must receive training prior to engaging in their duties and at least every three (3) years thereafter. The training is to ensure that the Powered Industrial Truck Program is understood. The supervisor will also ensure that authorized powered industrial truck operators have acquired the necessary practical skills for safe operation. Training is organized by EHS and authorized department trainers.

Department trainers will be selected by their department and approved by EHS. Department trainers must be experienced operators who have the knowledge, training, and skills necessary to evaluate the competence of trainees. Operator training will consist of a combination of general safety instruction, practical/ operational training (demonstrations performed by the trainer, and practical exercises performed by the trainee), and evaluation of the operator's performance in the workplace. All operator training must be conducted under close supervision.

A. Initial Training

The trainee will:

- a. Receive instruction on the intended purpose and function of each control.
- b. Prior to operating any powered industrial truck, read and understand the manufacturer's operating instruction(s) and user's safety rules, or receive training by a qualified person on the contents of the manufacturer's operating instructions(s) and users' safety rules.
- c. Be informed of the powered industrial truck operating limitations and restrictions as defined by the manufacturer.
- d. Understand by reading or having a qualified person explain all decals, warnings, and instructions displayed on the powered industrial truck.
- e. During operator training, may operate a powered industrial truck only under direct supervision of authorized trainers, and where such operation does not endanger the trainee or other employees.
- f. Complete all training and evaluation before they are permitted to use a powered industrial truck without continual and close supervision.

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B. Refresher Training, every three (3) years, must include at least the following:

- g. Review of the pre-use powered industrial truck inspection and maintenance record.
- h. Review of section VI – Procedures
- i. Updated information on new equipment
- j. Review of College written program

C. Training Records

- Each department and EHS must maintain a record of all individual training including:
 - ✓ Subject of training
 - ✓ Date of training
 - ✓ Name of individual trained
 - ✓ Name of person providing the training
 - ✓ Training records must be maintained by the department and EHS for a minimum of 3 years.

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**X. APPENDIX A: PRE-USE POWERED INDUSTRIAL
TRUCK INSPECTION AND MAINTENANCE RECORD**
(Building 43)

Operator's Daily Checklist - Internal Combustion Engine Industrial Truck -
Gas/LPG/Diesel Truck

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems.

Operator:	Date:	Model:
Engine Off Checks	OK	Maintenance Required
Leaks – Fuel, Hydraulic Oil, Engine Oil or Radiator Coolant		
Tires – Condition and Pressure		
Forks, Top Clip Retaining Pin and Heel – Check Condition		
Load Backrest – Securely Attached		
Hydraulic Hoses, Mast Chains, Cables and Stops – Check Visually		
Overhead Guard – Attached		
Finger Guards – Attached		
Propane Tank (LP Gas Truck) – Rust Corrosion, Damage		
Safety Warnings – Attached (Refer to Parts Manual for Location)		
Battery – Check Water/Electrolyte Level and Charge		
All Engine Belts – Check Visually		
Hydraulic Fluid Level – Check Level		
Engine Oil Level – Dipstick		
Transmission Fluid Level – Dipstick		
Engine Air Cleaner – Squeeze Rubber Dirt Trap or Check the Restriction Alarm (if equipped)		
Radiator Coolant – Check Level		
Operator's Manual – In Container		
Nameplate – Attached and Information Matches Model, Serial Number and Attachments		

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Seat Belt – Functioning Smoothly		
Hood Latch – Adjusted and Securely Fastened		
Brake Fluid – Check Level		
Engine On Checks – Unusual Noises Must Be Investigated Immediately		
Accelerator or Direction Control Pedal – Functioning Smoothly		
Service Brake – Functioning Smoothly		
Parking Brake – Functioning Smoothly		
Steering Operation – Functioning Smoothly		
Drive Control – Forward/Reverse – Functioning Smoothly		
Tilt Control – Forward and Back – Functioning Smoothly		
Hoist and Lowering Control – Functioning Smoothly		
Attachment Control – Operation		
Horn and Lights – Functioning		
Cab (if equipped) – Heater, Defroster, Wipers – Functioning		
Gauges: Ammeter, Engine Oil Pressure, Hour Meter, Fuel Level, Temperature, Instrument Monitors – Functioning		

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**XI. APPENDIX B: PRE-USE CHECK AND MAINTENANCE LIST FOR
PALLET LOW LIFT**

SAFETY AND OPERATIONAL CHECKS (PRIOR TO EACH SHIFT)

Have a qualified mechanic correct all problems.

Operator:	Date:	Model:
Safety and Operational Checks (prior to each shift)	OK	Maintenance Required
Fluid Leaks		
Wheels-Condition		
Hoses, Mast Chains and Stops		
Finger Guard		
Safety Warnings-Attached		
Internal Checks:		
Battery – water/electrolyte level and charge		
Hydraulic Tank Fluid Level		
Operating Manual Available		
Nameplate Attached, Model, Serial Numbers		
Battery Restraint in Place		
Controls:		
Accelerator Linkage Functioning Smoothly		
Attachment Control-Operation		
Brake System – Functioning Smoothly		
Drive Control- Forward/Reverse Functioning Smoothly		
Lift and Lowering Control-Functioning Smoothly		
Horn- Functioning		
Steering Operation – Functioning Smoothly		

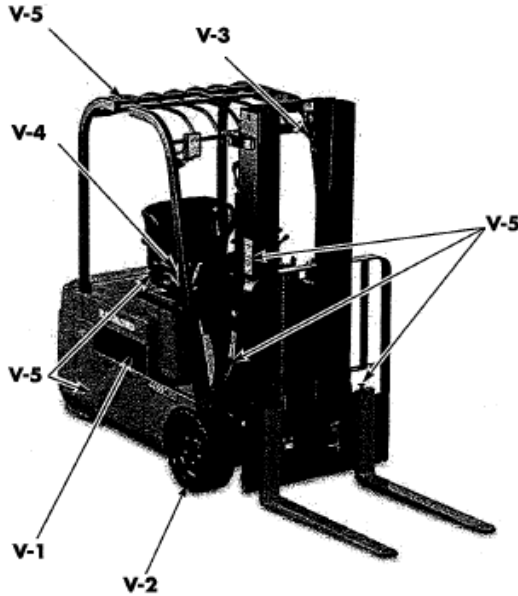
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XII. APPENDIX C. PRE-USE CHECK FOR MODEL 4450 3-WHEEL SIT-DOWN COUNTERBALANCED LIFT TRUCK (ELECTRIC)

Daily Record (Perform these checks at the start of each shift)

Model: 4450	Serial Number:	Operator:
Shift Number:	Truck Number:	Date:
Mark Each Box OK or R/A (Repair/Adjust)		

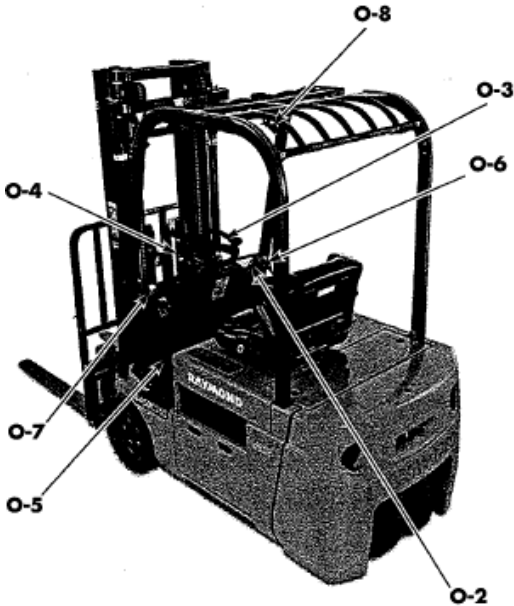


Visual Inspection: Key Switch Turned OFF (O)		Mark
V-1	BATTERY <ul style="list-style-type: none"> Charged/correct voltage, no leakage Correct weight (see specification plate on truck) Installed correctly Battery cables and connector in good condition and attached correctly to mating connector 	
V-2	WHEELS AND TIRES <ul style="list-style-type: none"> No gouges, chunking, other damage, or flat spots No bond failures Adequate tread (if applicable) 	
V-3	LIFT/LOWER SYSTEM <ul style="list-style-type: none"> No damage to hoses, chains, or limit switches No leaks; also check floor under the lift truck for any dripping fluid Lift chains in good condition and lubricated correctly Hydraulic fluid level, at room temperature, should be visible to the fill line on the reservoir 	
V-4	CONTROLS <ul style="list-style-type: none"> Move smoothly without binding Return to neutral when released 	
V-5	GENERAL <ul style="list-style-type: none"> All guards and covers installed correctly and securely Warning decals in place and readable Seat belt in good condition; works properly Check all welds. There are no cracks Check lift truck for loose or missing hardware No ice or water accumulation in chassis; no ice or water on operator compartment floor Hydraulic hoses are in good condition Locking pins and antiremoval devices are properly installed Vents in covers are not obstructed (Optional) fire extinguisher is properly charged and mounted correctly/securely on lift truck 	

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Daily Record (Perform these checks at the start of each shift)



Operational Inspection: Key Switch Turned ON (I)		Mark
O-1	SELFTEST • SelfTest passes without fault code	
O-2	HOUR METER • Records hours of lift truck operation	
O-3	STEERING • Smooth, without binding or excess play	
O-4	HORN • Sounds when you press the button	
O-5	PEDALS • Travel pedal (or optional forward/reverse travel pedals) move smoothly without binding • Brake pedal functions properly • Plugging functions properly	
O-6	LIFT/LOWER SYSTEM • All levers move freely and return to neutral when released • All controls perform their functions as indicated • Lift/lower functions properly	
O-7	EMERGENCY DISCONNECT • Disables travel and lift/lower functions when pressed	
O-8	SAFETY • All warning and working lights operate correctly • All limit switches operate correctly	
COMMENTS:		

**Do not operate this truck if an unsafe condition is discovered.
Lock/Tag the truck out of service and notify your supervisor immediately.**

SUNY Geneseo Internal Combustion Engine Industrial Trucks – LPG



**SUNY Geneseo Model 4450 3-Wheel Sit-Down Counterbalanced Lift Truck
(Electric)**

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SUNY Geneseo Pallet Low Lifts



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VIII. REVISION HISTORY

Date	Revision No.	Description
6/30/14	New	Powered Industrial Truck Program
8/3/15	1	Page 2 scope, removed reference to satellite college sites.
8/3/15	1	Page 3, spelling correction
10/27/23	2	Page 5, safe handling preparation, potential hazards, requirements, recommended practices

Update sources from:

US DOL, OSHA, Powered Industrial Trucks (Forklift) eTool, 11/30/2020.

The original Safety Procedure was generated by Darlene Necaster and updated by Frank Blasioli.