



LP 4.11

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Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and
Administration

Affected Parties:
Employees

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Powered Industrial Trucks

References: OSHA 29 CFR 1910.178

1 Purpose

- 1.1 This policy sets forth standards for ensuring the safety of employees when operating powered industrial trucks or when working around them.

2 Scope

- 2.1 This policy applies to all employees of Lander University (including those in training) and to all temporary workers who operate or work around powered industrial trucks.
- 2.2 All contractors, vendors, and visitors are required to adhere to section 5 of this policy while on property owned, leased, or occupied by Lander University.

3 Responsibilities

- 3.1 Safety and Regulatory Compliance Officer
The Safety and Regulatory Compliance Officer is the Plan Administrator and is responsible for:
 - 3.1.1 Administering and maintaining the Powered Industrial Truck Program associated with this policy.
 - 3.1.2 Working with all departments across campus to ensure compliance with the program.
 - 3.1.3 Maintaining equipment certifications and training records.
 - 3.1.4 Periodically auditing equipment certifications.

3.2 Facilities Operations Manager

- 3.2.1 The Facilities Operations Manager is responsible for ensuring that the following tasks, which may be delegated to other qualified individuals, have been completed ensuring that equipment is in good working order.
- 3.2.2 Ensuring that proper maintenance is taking place on all equipment.
- 3.2.3 Ensuring that employees follow the procedures of this program.

3.3 Supervisors

Supervisors are responsible for:

- 3.3.1 Ensuring that employees who report to them are following the procedures of this program.
- 3.3.2 Ensuring that operators who report to them are operating in a safe manner.
- 3.3.3 Ensuring that operators who report to them are properly trained/certified.
- 3.3.4 Ensuring that inspections are taking place as required in section 5.2. of this policy.
- 3.3.5 Investigating incidents and near misses.

3.4 Employees

Employees are responsible for:

- 3.4.1 Following all procedures as outlined in this program.
- 3.4.2 Attending required training sessions when directed to do so.
- 3.4.3 Reporting unsafe conditions to their supervisor immediately.

4 Definitions

- 4.1 *Bulldozing*: Using forklift to improperly push pallets or materials on the ground without the operator having a clear view of their path or having complete control to steer or stop the materials. Commonly seen via the act of pushing multiple pallets across the ground to reduce space between them or by pushing one double-stacked pallet across the ground.

- 4.2 *Center of gravity*: The point on an object at which all of the object's weight is concentrated. For symmetrical loads, the center of gravity is the middle of the load.
- 4.3 *Counterweight*: The weight that is built into the forklift's basic structure and is used to offset the load's weight and to maximize the vehicle's resistance to tipping over.
- 4.4 *Forklift attachment*: A modification or addition to a forklift that affects its capacity, stability, or safe operation. Examples are clamps, single doubles, drum grippers, etc.
- 4.5 *Grade*: The slope of a surface, which is usually measured as the number of feet of a rise or fall over a hundred-foot distance (the slope is expressed as a percent).
- 4.6 *Load center*: The horizontal distance from the load's edge (or the fork's or other attachment's vertical face) to the line of action through the load's center of gravity.
- 4.7 *Near miss*: An unplanned event that has the potential to cause, but does not actually result in, human injury, environmental or equipment damage, or an interruption to normal operation.
- 4.8 *Operator*: An individual who is actively operating powered industrial equipment.
- 4.9 *Powered industrial truck*: A forklift or other powered vehicle (e.g., a powered pallet jack) used to lift and/or move heavy loads.

5 Procedures for Powered Industrial Trucks

5.1 Personal Protective Equipment (PPE) Requirements

- 5.1.1 Seatbelts shall be worn while operating all sit-down powered industrial trucks.

5.2 Inspections

- 5.2.1 Each powered industrial truck shall be assigned a unique identify number that shall be conspicuously posted on the equipment. The identification number shall be used track equipment inspections.
- 5.2.2 Pre-operational inspections shall be completed at the beginning of each shift and before the powered industrial truck is placed into service.
 - 5.2.2.1 No space shall be left blank when completing the inspection form. If an item does not apply, it shall be marked N/A.

- 5.2.2.2 If any deficiencies are noted on the form, utilize the comment section to describe them thoroughly and accurately.
- 5.2.3 The completed inspection certificate shall be placed in the holder provided on the vehicle.
- 5.2.4 The completed inspection certificate shall remain valid for the duration of the shift.
- 5.2.5 At the end of the week, the completed inspection certificate shall be submitted to the Facilities Maintenance Manager.
- 5.2.6 Completed inspection certificates shall be maintained on file for no less than one year.
- 5.2.7 Powered industrial trucks that do not pass all items on the inspection sheet shall be red tagged and parked until the deficiencies are corrected.
 - 5.2.7.1 The deficiency shall be reported to the Facilities Maintenance Manager.
 - 5.2.7.2 The Facilities Maintenance Manager is responsible for ensuring that all deficiencies are corrected before the powered industrial truck is placed back into service.

5.3 Maintenance

- 5.3.1 Every six months preventative maintenance shall be completed on the powered industrial truck by a reputable vendor.
 - 5.3.1.1 The preventive maintenance shall follow the manufacturers' recommendations.
 - 5.3.1.2 The Facilities Maintenance Manager is responsible for ensuring that preventive maintenance has taken place.

5.4 Safe Driving

- 5.4.1 Only use forklifts in areas where they are approved for use.
- 5.4.2 Only start/operate a forklift from the designated operating location.
- 5.4.3 Observe all campus travel rules, including operating in designated areas.

- 5.4.4 Keep all operator body parts within the confines of the lift at all times.
- 5.4.5 Maintain safe distances from forklifts ahead (at least three truck lengths).
- 5.4.6 Travel at speeds that will permit the vehicle to stop safely at all times.
- 5.4.7 Always drive slowly over wet or slippery floors.
- 5.4.8 Avoid quick starts/changes of direction.
- 5.4.9 Negotiate turns by reducing speed and turning the steering wheel with a smooth, sweeping motion.
- 5.4.10 Maintain forks in proper position (i.e., no more than 2-4 inches from the floor when traveling).
- 5.4.11 Always maintain a clear line of sight, looking in the direction of travel.
- 5.4.12 When crossing rough terrain, cross at an angle, but never a right angle.
- 5.4.13 Never engage in stunt driving or horseplay.
- 5.4.14 Never run over loose objects on roadway surfaces.
- 5.4.15 Slow down, sound the horn, and look carefully at intersections, corners, and other locations where vision is obstructed.
- 5.4.16 Never pass other forklifts traveling in the same direction at intersections, blind spots, or other dangerous locations.
- 5.4.17 Never allow anyone to place their arms or legs between the uprights of the mast or outside the running lines of the forklift.
- 5.4.18 Never allow anyone to walk under raised forks, with or without a load.
- 5.4.19 A vehicle is considered “unattended” when an operator is 25 feet or more away from it when it remains in view, or whenever an operator leaves a vehicle and it is not in view. Unattended forklifts must be secured by:
 - 5.4.19.1 Fully lowering forks or other attachments (when unloaded, tilt the forks forward first and then lower them to the ground until the tips of the forks come in contact with the ground).
 - 5.4.19.2 Neutralizing controls.

- 5.4.19.3 Shutting off power.
- 5.4.19.4 Setting brakes.
- 5.4.20 Secure forklifts when dismounted operators are within 25 feet of a vehicle still in view by:
 - 5.4.20.1 Fully lowering the load.
 - 5.4.20.2 Neutralizing controls.
 - 5.4.20.3 Setting brakes.
- 5.4.21 Be aware of headroom under overhead installations, lights, pipes, door beams, and sprinkler systems.
- 5.4.22 Never block access to fire or emergency exits, stairways, fire equipment, or electrical panels.
- 5.4.23 Sound the horn or other audible warning device at all intersections and corners to warn pedestrians and/or when changing directions.
- 5.4.24 Maintain safe distances from the edges of ramps or platforms.
- 5.4.25 Loading dock dock-boards and bridge-plates must be secured before a vehicle crosses over them. Ensure that they do not exceed rated weight limits.
- 5.4.26 When ascending or descending a grade or incline:
 - 5.4.26.1 Proceed slowly and with caution.
 - 5.4.26.2 Tilt or raise the forks and attachments only as far as necessary to clear the road surface.
- 5.4.27 Never park on inclines, ramps, or dock plates. If you must park on an incline, chock the wheels.
- 5.4.28 Never use a forklift for any purpose other than that for which it was designed.
- 5.4.29 Clean up all fluid leaks (e.g., oil, hydraulic, transmission) from the floor.
- 5.4.30 Never operate a forklift with a leak in the fuel system until the leak has been corrected.

- 5.4.31 If the warning device (e.g., a warning lamp or sound-producing device) comes on, stop the forklift as soon as possible.
- 5.4.32 Never modify the forklift.
- 5.4.33 Report all forklift accidents involving employees, building structures, and equipment to direct supervisors.

5.5 Carrying and Lifting

- 5.5.1 Handle loads only within the capacity rating of the forklift.
- 5.5.2 Never start a forklift or operate any of its functions or attachments from any position other than from the designated operator's position.
- 5.5.3 Keep a clear view of the path of travel and look for other traffic, personnel, and safe clearances. If the load being carried obstructs forward view, travel with the load trailing.
- 5.5.4 When traveling with a load on the forks, travel with the load as low to the floor as practical, with the load tilted back slightly for improved stability.
- 5.5.5 When ascending or descending a grade or incline, drive with the load positioned upgrade or uphill when the forklift is loaded.
- 5.5.6 When unloading or loading semi-trailers, take the following steps before entry:
 - 5.5.6.1 Ensure that the trailer is properly secured.
 - 5.5.6.2 Check the condition of the dock leveler plate and trailer floor.
 - 5.5.6.3 Check the condition of the landing gear,
 - 5.5.6.4 Chock the rear wheels of the trailer.
- 5.5.7 Use the following back-up procedure and sequence:
 - 5.5.7.1 Pivot at the waist and inspect the area of operation in the rear of the forklift, watching for obstructions and pedestrians.
 - 5.5.7.2 Blow the horn to alert any pedestrians that may or may not be visible.

- 5.5.7.3 Concentrate on the removal of the forks from the load to avoid any load disturbance as you back the forklift out of the load.
- 5.5.7.4 Stop the forklift 18” to 24” away from the load’s resting location and lower the forks to the proper travel height and angle.

5.5.8 During load placement:

- 5.5.8.1 Square the forklift with the load resting location.
- 5.5.8.2 Stop the forklift 18” to 24” away from the load resting location.
- 5.5.8.3 Raise the load to proper entry height.
- 5.5.8.4 Drive forward with the load and position the load over its resting location.
- 5.5.8.5 Lower the load to a height of 4” above the resting location, if possible.
- 5.5.8.6 Tilt the load forward to a level position.
- 5.5.8.7 Lower the load to its resting platform.
- 5.5.8.8 Back-up the unit using proper back-up procedures and sequencing.

5.5.9 During load retrieval:

- 5.5.9.1 Square the forklift with the load resting location.
- 5.5.9.2 Stop the forklift 18” to 24” away from the load resting location.
- 5.5.9.3 Raise the forks to eye level and level the forks to a horizontal position.
- 5.5.9.4 Raise the forks to the proper entry height.
- 5.5.9.5 Slide the forks into the load and maintain the clearance around the forks to avoid load disturbance. Be sure to place the heaviest part of the load closest to the backrest.
- 5.5.9.6 Raise the load so that it is completely suspended from its resting platform. Be sure to support and center the load so that it will not fall forward or sideways.

- 5.5.9.7 Tilt the load back.
 - 5.5.9.8 Visually inspect the rear area of the forklift to ensure that no pedestrians are behind or around the unit.
 - 5.5.9.9 Back up the unit using proper back-up procedures and sequencing.
 - 5.5.9.10 Back up the forklift 18" to 24" and stop.
 - 5.5.10 Never attempt to move loads with broken pallets.
 - 5.5.11 Raise or lower a load from a stationary position and never while moving.
 - 5.5.12 When turning while carrying a load, slow the forklift to a manageable speed to prevent the load from shifting.
 - 5.5.13 Bulldozing is strictly prohibited.
 - 5.5.14 Never allow anyone other than the operator to ride on the equipment.
- 5.6 Forklift Operator Rules – Pedestrian Interaction
- 5.6.1 Yield the right of way to pedestrians.
 - 5.6.2 Sound the horn or other audible warning device at all intersections and corners to warn pedestrians.
 - 5.6.3 Never drive a forklift up to a pedestrian standing in front of a fixed object.
 - 5.6.4 Always maintain at least 4 feet of clearance from pedestrians while operating a powered industrial truck.
 - 5.6.5 When approached by a pedestrian, operators shall perform the following actions in descending order, prior to the approach:
 - 5.6.5.1 Make eye contact with the pedestrian.
 - 5.6.5.2 Lower forks/attachment to the lowest possible position.
 - 5.6.5.3 Set the emergency brake.
 - 5.6.5.4 Turn the equipment off.

- 5.6.5.5 Do not move the equipment again until the pedestrian is at least 4 feet away from the forklift and the equipment.

6 Procedures for Others Working in the Vicinity

- 6.1 Look out for forklifts and give them the right of way.
- 6.2 Listen for horns and other warning devices.
- 6.3 Use any provided mirrors to assist with vision around corners.
- 6.4 Never walk in front of, behind, or beside a forklift.
- 6.5 Never walk or stand under a raised load.
- 6.6 Never hitch a ride on a forklift,
- 6.7 Always maintain at least 4 feet of clearance from equipment in operation.
- 6.8 Always maintain at least 20 feet of clearance from elevated equipment or raised loads.
- 6.9 When approaching a forklift operator, the following steps must be taken:
 - 6.9.1 Verbally announce your presence and that you are approaching.
 - 6.9.2 Make eye contact with the operator to ensure the operator's awareness of the approach.
 - 6.9.3 Wait for the operator to lower their forks, set the emergency brake, and turn off the forklift.

7 Fueling Procedures for Propane Operated Forklifts

- 7.1 All empty and full propane tanks, not actively being handled, shall be stored inside a propane cage.
- 7.2 Propane storage cages shall be stored outside of the facility, when possible.
- 7.3 If propane tanks cannot be stored outside of the facility, written confirmation that the tanks may be stored within the facility must be obtained from the local fire marshal's office and filed with the Safety Officer.

- 7.4 Propane tanks shall be stored inside a National Fire Protection Association (NFPA) approved gas cylinder storage cage.
- 7.5 The propane tank storage cage shall be placarded with the following signage:
 - 7.5.1 A “NO SMOKING” sign.
 - 7.5.2 A propane gas NFPA 704 Diamond .
 - 7.5.3 A label indicating “PROPANE”.
- 7.6 Propane shall be no less than 20 feet away from an active dock door or protected by high visibility concrete bollards or guard railing.
- 7.7 If stored outside, propane cages shall be secured from unauthorized access by a locking device affixed to the cage access door.
- 7.8 The propane storage cage shall remain closed and secured when the tanks are not actively being transferred.
- 7.9 When exchanging propane tanks, the following safety procedures shall be followed:
 - 7.9.1 Employees shall wear chemical resistant gloves.
 - 7.9.2 Employees shall wear face shields.
 - 7.9.3 All fittings shall be loosened and tightened by hand.
 - 7.9.3.1 If a fitting cannot be loosened/tightened by hand, only tools labeled “NON-SPARKING” may be used.
- 7.10 When exchanging tanks, ensure the tank connection points are not leaking. If a hissing sound is perceived from the tank, red tag the tank as “DAMAGED” and segregate it from all other operational tanks.

8 Training

- 8.1 Only authorized trainers approved by Lander University are allowed to certify operators on powered industrial trucks and attachments.
- 8.2 Only certified operators are allowed to operate powered industrial trucks.

- 8.3 Initial certifications shall be completed by following completing the training activities listed below:
- 8.3.1 Watch the J.J. Keller Forklift Training Video.
 - 8.3.2 Complete the Forklift Safety Quiz (in the back of Forklift Employee Handbook).
 - 8.3.3 Complete the Forklift Operator Evaluation Form.
- 8.4 Certifications expire three years from the date of training.
- 8.5 Certifications are renewed by completing the Forklift Operator Skills Check.
- 8.6 Certification renewals must be completed at the following frequencies:
- 8.6.1 Before the certification expires.
 - 8.6.2 When operator has been involved in an incident where the operator was determined to be at fault.
 - 8.6.3 When the operator has demonstrated a deficiency in the safe operation of the equipment.
- 8.7 In addition to completing forklift certification training, each forklift operator shall review and sign the Forklift Safety Rules document annually.

9 Policy Revision History

- First draft of policy submitted by the Vice President for Finance and Administration on 4/2/2024.
- Prepared for board review by policy coordinator on 4/4/2024.
- Reviewed by Board of Trustees Policy Committee on 4/7/2024.
- Approved by the Lander University Board of Trustees on 4/30/2024.

Appendix A: Forklift Operator Safety Rules



Forklift Operator Safety Rules

	Rule Description	Initials
1	Operators shall sound horn prior to changing directions	
2	Operators shall sound horn prior to moving from a stationary position	
3	Operators shall sound horn prior to exiting a trailer	
4	Operators shall STOP and sound horn prior to traveling through a blind corner or intersection	
5	Operators shall maintain at least 4 ft of clearance from pedestrians, while operating a forklift	
6	When approached by a pedestrian, operators shall perform the following actions, in descending order; prior to the approach of the pedestrian: a. Make eye contact with the pedestrian b. Lower attachment to the lowest possible position c. Turn the forklift off d. Set the emergency brake	
7	Operators shall always maintain a clear line of sight in the direction of travel	
8	When traveling with a load that obstructs their vision, operators shall ensure the load is trailing	
9	Always travel with the load between 2 - 4 inches off the ground a. Operators may only travel short distances with a load raised, when actively stacking one load on top of another	
10	Operators must be stationary when raising and lowering a load	
11	Operators shall slow the forklift to manageable speed when carrying a load and making a turn, to avoid the load from shifting	
12	Operators shall keep all body parts within the confines of the lift while operating	
13	Operators shall not bulldoze palletized loads	
15	Operators shall not leave MHE powered when more than 25 feet away, OR are no longer within line of site of the equipment	
16	Operators shall keep a traveling distance of at least 3 forklift lengths from lifts traveling in front of them	

Operator Name: _____

Date: _____

Operator Signature: _____