

POWERED INDUSTRIAL TRUCK PROGRAM



Steingass Mechanical Contracting, Inc.
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INTRODUCTION

Regulatory Authority for Implementation of Program

The Occupational Safety and Health Act under Section 1910.178 establishes requirements relating to safe operating procedures for the use and maintenance of fork lifts, platform lift trucks, motorized hand trucks (power jacks) and other specialized Industrial Trucks Powered by electric motors or internal combustion engines. In response to the regulatory mandate, Steingass Mechanical Contracting, Inc. has developed and will maintain the Powered Industrial Truck Program to provide the proper and safe procedures for all employees.

Steingass Mechanical Contracting, Inc. Statement

As stated in the formal safety policy, Steingass Mechanical Contracting, Inc. will promote safe work practices in order to avoid accidents, maintain equipment in safe operating condition, and to comply with applicable federal, state, and local regulations. All levels of management have a primary responsibility for the safety and personal well being of all employees.

Responsibility

Steingass Mechanical Contracting, Inc. shall instruct all appropriate employees in the safety significance of the Powered Industrial Truck Program. In addition, Steingass Mechanical Contracting, Inc. considers these requirements to be of critical importance in helping to ensure that the applicable provisions of the Power Industrial Truck Program are known, understood, and strictly adhered to by all employees. It shall be the responsibility of Steingass Mechanical Contracting, Inc. to continually monitor this Powered Industrial Truck Program to ensure that all the requirements of these procedures are being followed and that any deviations or inadequacies are corrected.

Program Review and Revision Procedures

Steingass Mechanical Contracting, Inc. will review the Powered Industrial Truck Program annually or more often on an as-needed basis to make modifications or revisions to ensure compliance with all applicable regulations and to make any administrative changes.

COMPONENTS OF POWERED INDUSTRIAL TRUCK PROGRAM

General Use and Operation

- 1. Only trained and authorized operators shall be permitted to operate a Powered Industrial Truck.**
- 2. Powered Industrial Trucks will be operated only within their designated areas and shall not move loads which because of length, width or height have not been centered and secured for safe transportation.**
- 3. Load limits and restriction as specified on the identification plate on the powered industrial truck will not be exceeded. The ID plates, markings, and approval labels will be maintained in legible condition on all vehicles at the beginning of each shift.**
- 4. The operator shall conduct a daily pre-shift examination of the Powered Industrial Truck to check its condition. If the vehicle is found to be in need of repair or in any way unsafe, the maintenance checklist shall be completed and the condition shall be reported to the shift supervisor. The vehicle shall be locked or tagged out and taken out of service until all repairs have been made.**
- 5. The operator is required to wear any restraining seat belt system as provided by the manufacturer on any Powered Industrial Truck.**
- 6. Powered Industrial Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.**
- 7. No person shall be allowed to stand or pass under the raised portion of any truck, either loaded or unloaded.**

- 8. No passengers are permitted to ride on the vehicle unless a safe place to ride has been provided by the manufacturer.**
- 9. The operator is to keep all parts of his/her body within the operator compartment of the truck. No part of the body shall pass into the mast structure or between the mast and the truck.**
- 10. Attending the Vehicle:**
 - A. When the truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off, and the brakes set. A vehicle is considered unattended when the operator is 25 feet or more away from the vehicle and it remains in view, or whenever the operator leaves the vehicle and it is not in his/her view. Wheels will be blocked if the vehicle is parked on an incline.
 - B. When the operator has dismounted the vehicle and remains within 25 feet of the vehicle, which is in view, the load engaging means, shall be fully lowered, controls neutralized, and the brake set to prevent movement.
- 11. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform.**
- 12. Brakes shall be set and wheel blocks (or dock blocks) shall be in place to prevent the movement of trucks or trailers while loading or unloading. Fixed jacks may be needed to support a dropped semi-trailer during loading or unloading, (if the trailer has been disconnected from the tractor).**
- 13. Before driving onto or into a truck or trailer, the flooring shall be checked for soundness, breaks, or any weaknesses.**

- 14. A vehicle will not be operated in any area that does not have appropriate headroom under overhead installations, lights, pipes, or sprinkler systems. The operator shall not operate a Powered Industrial Truck in an area that has been designated off-limits for that vehicle.**
- 15. Whenever a Powered Industrial Truck is used for lifting personnel, the following additional precautions shall be taken:**
- A. The lifting platform cage shall be attached and **secured** to the lifting carriage and/or forks of the truck.
 - B. The mast shall be in the vertical position and shall not be tilted forward or rearward when elevated.
 - C. The truck controls will be placed in neutral and the brakes set.
 - D. The platform shall be lifted and lowered smoothly and with caution. Prior to use the lifting mechanism shall be tested to make sure it is operating properly.
 - E. The truck will only be moved for minor adjustments in positioning when personnel are on the work platform and never at more than a creep speed. Personnel are not to be transported on the platform when the vehicle is traveling.
 - F. The operator shall keep hands and feet away from the controls other than those in use. The operator will also remain at the control position on the truck and be available to operate the controls.
 - G. Restraining means on the truck, such as chains and rails, shall be in place on the platform or the personnel shall be required to wear a personal fall arrest safety device.

16. Fire aisles, fire equipment (extinguishers), doorways, access to stairways or any other designated exit shall not be blocked and shall always be kept clear.

17. When traveling, the operator of the vehicle shall:

- A. Observe all traffic regulations when operating the vehicle on Steingass Mechanical Contracting, Inc.'s property.
- B. The operator shall not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
- C. The operator will be required to 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.
- D. The operator shall be required to look in the direction of, and keep a clear view of, the path of travel.
- E. Grades shall be ascended and descended slowly. When the grade is in excess of 10%, loaded trucks shall be driven with the load upgrade. 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.
- F. Under all travel conditions the truck shall be operated at a speed, which will allow the truck to be brought to a safe stop.
- G. Stunt driving and horseplay shall not be permitted.
- H. The driver shall be required to slow down for wet and slippery floors and congested areas.

18. When loading or unloading, the operator of the vehicle shall:

- A. Handle only stable and safely arranged loads. Caution shall be exercised when handling off-centered loads, which cannot be centered.

- B. Only loads within the rated capacity of the vehicle will be handled.
 - C. Trucks with attachments will be operated as partially loaded trucks when not handling a load.
 - D. The load engaging means shall be placed under the load as far as possible; the mast will be carefully tilted backward to stabilize the load.
 - E. The operator shall use extreme care when tilting the load forward or backward, particularly when high tiering. If the load engaging means are elevated, the operator shall not tilt the load forward except when picking up the load. An elevated load shall not be tilted forward except when a load is in the deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.
 - F. Dockboards and bridgeplates shall be properly secured before they are driven over. Dockboards and bridgeplates shall be driven over carefully and slowly and their rated capacity never exceeded.
 - G. The operator shall avoid running over loose objects on the roadway surface.
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- 19. The truck operator shall be alert to pedestrian traffic and yield as necessary.**
 - 20. The operator will only use this equipment in the manner that it was designed and intended**
 - 21. The equipment shall have a working backup alarm capable of being perceived above ambient noise levels**
 - 22. Operator shall use eye protection when not in enclosed cab**

Training and Certification Program

1. Employees who will be required to operate a Powered Industrial Truck in the course of their work must participate in training and must successfully complete the competency testing prior to operating the trucks which includes formal instruction, practical training and operator evaluations. **This training and evaluation shall be required every 3 years.**
2. The novice (first-time operator) shall have the opportunity to familiarize him/herself with the equipment prior to the classroom or hands-on training program. This operation will be done with immediate/continual supervision.
3. New operators that have successfully completed the classroom and hands-on training may be issued an identification card authorizing them to operate Powered Industrial Trucks.
4. The training and certification testing will be offered for current employees and on as needed basis for new employees. It may be determined that re-training is necessary due to a review of an accident, if unsafe operation is observed, if there is a different vehicle and/or a change in workplace conditions.
5. The goal of the training will be to ensure that the employee is properly trained and thoroughly familiar with the rules and regulations pertaining to operating a Powered Industrial Truck and that the employee is familiar with the operating controls and techniques involved with the safe operation and maintenance of this vehicle.

6. The classroom portion of the training programs will include instruction on the following:
 - A. General characteristics of the vehicles to be used including load capacities and controls.
 - B. Steingass Mechanical Contracting, Inc.'s rules and policy for operation including:
 - (1.) Requirements for training and certification
 - (2.) Pre-operational inspection
 - (3.) Refueling operation
 - (4.) Maintenance
 - (5.) Operation of the truck
 - (6.) Special conditions: Restricted use and areas
 - (7.) Accident reporting
 - (8.) Disciplinary procedures
 - (9.) Rules for travel near pedestrian traffic
 - D. Use and location of the operator's manual
 - E. Examination (Written or oral)
7. **The hands-on instruction will include:**
 - A. Physical operation of the vehicle and location of controls.
 - B. Demonstration of pre-shift inspection.
 - C. Demonstration of load stability, balance and counter balance.
 - D. Operator skill level in a simulated or actual task.
8. Upon successful completion of the training course the operator shall receive an identification card for the Powered Industrial Truck Program. Test results will be filed in the employee's personnel file record.

9. Steingass Mechanical Contracting, Inc. shall utilize qualified trainers that have the knowledge and ability to teach and evaluate operators. A copy of his or her training certificates will be filed with each employee's certification.

Recharging

1. **Changing and charging batteries for the 12-volt system:**

- A. Battery charging installations shall be located in designated areas for that purpose.
 - B. Spilled electrolyte shall be neutralized, fire protection will be provided, eye wash stations will be established and adequate ventilation will be available in all recharge areas
2. Reinstalled batteries shall be properly positioned and secured in the truck.
 3. Electrolyte will be handled with a carboy tilter or siphon.
 4. Smoking shall be prohibited in the charging and maintenance areas.
 5. Precautions shall be taken to prevent open flames, sparks or electric arcs in battery charging or maintenance areas.
 6. Tools or other metallic objects shall be kept away from the top of uncovered batteries.
 7. Splash proof safety glasses must be worn whenever checking, inspecting, or performing maintenance on batteries.

Refueling

1. The operator of a gasoline or diesel vehicle shall shut off the engine before filling the fuel tank and shall ensure that the nozzle of the filling hose makes contact

with the filling neck of the tank. No one shall be on the vehicle during fueling operations except as specifically required by design. There shall be no smoking or open flames in the immediate area during fueling operation

Maintenance

1. Any Powered Industrial Truck not in safe operating condition shall be removed from service until proper repairs have been made by authorized maintenance personnel.
2. The operator shall conduct a daily pre-shift examination of the Powered Industrial Truck to check its condition. If the vehicle is found to be in need of repair or in any way unsafe, the maintenance checklist shall be completed and the condition shall be reported to the shift supervisor. The vehicle shall be taken out of service until all repairs have been made (See maintenance checklist following this section).
3. All Powered Industrial Trucks shall be routinely maintained according to the manufacturer's recommendations specified in the operator's manual.
4. Trucks in need of repair to the electrical system shall have the battery disconnected prior to such repairs.
5. Any part used for replacement on any truck will be of equivalent quality and specification to those used in the original design.
6. Powered Industrial Trucks shall not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer, nor shall they be altered either by the addition of extra parts not

provided by the manufacturer, or by the elimination of any parts. Additional counter-weighting of fork trucks shall not be done unless approved by the truck's manufacturer.

7. Powered Industrial Trucks shall be kept in clean condition, free of dirt and excess grease and oil. Non-combustible agents shall be used for cleaning the trucks. Low flash point (Below 100 degrees Fahrenheit) solvents shall not be used. Precautions regarding toxicity, ventilation, and fire hazard shall be considered with the agent or solvent used.
8. Where it is necessary to use antifreeze in the engine cooling system, only those products having a glycol base shall be used.
9. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, the vehicle shall be removed from service until the cause for overheating has been eliminated.
10. The vehicle will be maintained to ensure that the muffler or any other parts do not become clogged or inoperable.

Steingass Mechanical Contracting, Inc.
Industrial Truck Program Maintenance Checklist

Week of: _____ Truck No.: _____

Before the start of your shift, inspect the vehicle. If maintenance or repairs are needed, put an "**X**" in the block and notify your supervisor. The vehicle is not to be operated unless all controls are working properly and safely.

Comments:

Start Time										
Engine Hours Start Time										
Oil Level										
Hydraulic Fluid Level										
Transmission Fluid Levels										
Fuel Gauge Level										
Tires										
Brakes										
Horn										
Lights										
Steering										
Masts & Controls										
Engine Hours End Time										
Record End Time										

Comments:

Maintenance:

ACCIDENT AND INCIDENT REVIEW

Reporting Procedures

1. Any operator of a Powered Industrial Truck who is involved in an accident/incident, which causes property damage or bodily injury, must report the accident to his/her supervisor. The operator must also complete an accident/incident report form prior to the end of the shift.
2. Steingass Mechanical Contracting, Inc. Employee Incident Report Form can be found following this section. Upon completion, the form will be routed to the supervisor.

Investigation Responsibilities

1. Depending on the severity or complexity of the accident, Steingass Mechanical Contracting, Inc. may require the Departmental Supervisor to complete the Supervisor's Incident Investigation Form.
2. The employee will complete the Employee Incident Report Form if additional information is needed and the situation warrants.

Supervisor's Investigation Report

Employee Name: _____

Date of Injury: _____

Address of Injury: _____

Was an investigation completed concerning the circumstances of this injury? Yes No

Were there any witnesses to this injury? Yes No

If yes, witness statements should be attached.

Was the injury a result of horseplay? Under the influence of drugs, Yes No
or purposely self-inflicted? If yes, please specify:

Has there been any recent disciplinary action taken against this employee? Yes No

If yes, please describe: _____

Has the employee missed any work previously due to similar industrial or, Yes No
non-industrial conditions? If yes, when? _____

Has the employee submitted medical documentation for the injury? Yes No

If so, please attach.

If known, please provide us with the name, address, and telephone number of attending
physician: _____

Has the employee returned to work? Yes No

Last day worked: _____ Returned to work: _____

If not, what is the current estimated date of return? _____

With the information you have, would you recommend the
claim be accepted? Yes No **If no, why?** _____

Employer's Signature

Title

Date

**PLEASE ATTACH COMPLETED INCIDENT REPORTS, WITNESS STATEMENTS AND ANY
ACCUMULATED MEDICAL BILLS AND INFORMATION. ADDITIONAL COMMENTS MAY
BE NOTED ON THE REVERSE SIDE.**

Employee's Report of Incident and Injury

(Please print in ink)

To be completed by Employee

Name _____

Home Address _____ Birth Date _____ Sex: Male Female

City, State, Zip _____ Telephone: () _____

Date of injury or onset of symptoms _____ Time _____ am pm

Address of injury: _____

City, State, Zip: _____

Describe what caused the injury/symptoms, what you were doing **just before** the incident, and what you did **after** the incident (if you need more space, write on the back of this form). **Be specific – name any objects or substances involved:** _____

Did anyone see you get hurt? Yes No If yes, who? _____

Did you report this incident to anyone? Yes No If no, why not? _____

If yes, to whom did you report it? _____

Title/Position _____ When? _____

What part(s) of your body was/were affected? (BE SPECIFIC: for example, right elbow, left knee, right index finger: _____

What type of injury did you experience? (BE SPECIFIC: for example, bruise, scrape, laceration, pull) _____

Was any first aid provided at the scene? **Yes** **No** If yes, please describe: _____

Did you seek other medical treatment? **Yes** **No** If yes, when? _____

Where? _____ If treatment was not sought immediately,
explain why: _____

Is this an aggravation of a previous injury/symptom? **Yes** **No** If yes, when were
you last treated for the previous injury? _____
By whom or where? _____

Have you ever had a similar injury? **Yes** **No** If yes, describe other injury: _____

MEDICAL RELEASE

Under current workers' compensation law, the employer is entitled to a signed medical release.

I hereby authorize any person or persons who have in the past or will in the future medically attend, treat or examine me, or any person who may have information of any kind which may be used to reach a decision in any claim for injury or disease arising from the injury/illness describe above, to disclose such information to my employer, my employer's managed care organization, or to my employer's designated representative.

A copy of this form will serve as the original.

Employee Name (print) _____

Employee Signature _____ Date(required) _____

First - Aid Report Form

Date: _____ Case No. _____

Name: _____ Male Female

Supervisor: _____

Date of Treatment: _____ Time: _____

A.M./P.M.

Type of Injury: _____

Nature of Treatment: _____

Subsequent Action Taken:

Referred to Physician

Sent to Hospital

Sent Home

Returned to Work

Declined Treatment

Other (Explain) _____

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Employee Name (print) _____

Employee Signature _____ Date(required) _____

Statement of Witness to Incident

I. INCIDENT IDENTIFICATION INFORMATION

Name of employee alleging incident _____ Shift _____

Occupation _____ Department _____

II. WITNESS STATEMENT

Your name has been given as a witness to an incident alleged by the above individual. Through your cooperation, information can be obtained to complete the investigation of this incident. Therefore, it will be appreciated if you will answer each of the following questions and promptly return your completed statement.

Your name _____ Your occupation _____

Your address _____

Your telephone number: () _____

Did you see an incident involving the above employee? Yes No

If not, how did you learn of the incident? _____

If you did see an incident occur: Date of incident _____

Time of incident _____ am pm

Describe what you saw: _____

Your signature

Please print your name

Date

State of Ohio

County of _____

Before me, a Notary Public in and for said state, personally appeared the above named who acknowledged before me that he/she did sign the foregoing instrument and that the same is his/her free act and deed.

In testimony whereof, I have hereunto affixed my name and official seal at _____, Ohio this _____ day of _____ 20_____.

(SEAL)

(signed) _____

Name (printed or typed) _____

Notary Public, State of Ohio

My Commission Expires _____ (date)

General Use and Operation Rules

- 1. Only trained and authorized operators shall be permitted to operate a Powered Industrial Truck.**
- 2. Powered Industrial Trucks will be operated only within their designated areas.**
- 3. Load limits and restriction as specified on the identification plate on the Powered Industrial Truck will not be exceeded. The ID plates, markings and approval labels will be maintained in legible condition on all vehicles.**
- 4. The operator shall conduct a daily pre-shift examination of the Powered Industrial Truck to check its condition. If the vehicle is found to be in need of repair or in any way unsafe, the maintenance checklist shall be completed and the condition shall be reported to the shift supervisor. The vehicle shall be taken out of service until all repairs have been made.**
- 5. The operator is required to wear any restraining seat belt system as provided by the manufacturer on any Powered Industrial Truck.**
- 6. Powered Industrial Trucks shall not be driven up to anyone standing in front of a bench or other fixed object.**
- 7. No person shall be allowed to stand or pass under the raised portion of any truck, either loaded or unloaded.**

- 8. No passengers are permitted to ride on the vehicle unless a safe place to ride has been provided by the manufacturer.**

- 9. The operator is to keep all parts of his/her body within the operator compartment of the truck. Never put any part of the body into the mast structure or between the mast and the truck.**

- 10. Attending the Vehicle:**
 - A. When the truck is left unattended, load engaging means shall be fully lowered, controls shall be neutralized, power shall be shut off and the brakes set. A vehicle is considered unattended when the operator is 25 feet or more away from the vehicle which remains in view, or whenever the operator leaves the vehicle and it is not in his/her view. Wheels will be blocked if the vehicle is parked on an incline.

 - B. When the operator has dismounted the vehicle and remains within 25 feet of the vehicle which is in view, the load engaging means shall be fully lowered, controls neutralized and the brake set to prevent movement.

- 11. A safe distance shall be maintained from the edge of ramps or platforms while on any elevated dock or platform.**

- 12. Brakes shall be set and wheel blocks (or dock blocks) shall be in place to prevent the movement of trucks or trailers while loading or unloading. Fixed jacks may be needed to support a dropped semi-trailer during loading or unloading, (if the trailer has been disconnected from the tractor).**

13. **Before driving onto or into a truck or trailer, the flooring shall be checked for soundness, breaks, or any weaknesses.**

14. **A vehicle will not be operated in any area that does not have appropriate headroom under overhead installations, lights, pipes, or sprinkler systems. The operator shall not operate a Powered Industrial Truck in an area that has been designated off-limits for that vehicle due to overhead ammonia refrigeration piping system.**

15. **Whenever a Powered Industrial Truck is used for lifting personnel, the following additional precautions shall be taken:**
 - A. The lifting platform cage shall be **attached** and **secured** to the lifting carriage and/or forks of the truck.
 - B. The mast shall be in the vertical position and shall not be tilted forward or rearward when elevated.
 - C. The truck controls will be placed in neutral and the brakes set.
 - D. The platform shall be lifted and lowered smoothly and with caution. Prior to use, the lifting mechanism shall be tested to make sure it is operating properly.
 - E. The truck will only be moved for minor adjustments in positioning when personnel are on the work platform and never at more than a creep speed. Personnel are not to be transported on the platform when the vehicle is traveling.

- F. The operator shall keep hands and feet away from the controls other than those in use. The operator will also remain at the control position on the truck and be available to operate the controls.
 - G. Restraining means on the truck, such as chains and rails shall be in place on the platform or the personnel shall be required to wear a body belt or retractable safety device.
- 16. Fire aisles, fire equipment (extinguishers), doorways, access to stairways or any other designated exit shall not be blocked and shall always be kept clear.**
- 17. When traveling, the operator of the vehicle shall:**
- A. Observe all traffic regulations when operating the vehicle on Steingass Mechanical Contracting, Inc. property.
 - B. The operator shall not pass other trucks traveling in the same direction at intersections, blind spots, or other dangerous locations.
 - C. The operator will be required to 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.
 - D. The operator shall be required to look in the direction of, and keep a clear view of the path of travel.

- E. Grades shall be ascended and descended slowly. When the grade is in excess of 10%, loaded trucks shall be driven with the load up grade. 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.
- F. Under all travel conditions the truck shall be operated at a speed, which will allow the truck to be brought to a safe stop.
- G. Stunt driving and horseplay shall not be permitted.
- H. The driver shall be required to slow down for wet and slippery floors and congested areas.

18. When loading or unloading, the operator of the vehicle shall:

- A. Handle only stable and safely arranged loads. Caution shall be exercised when handling off-centered loads, which cannot be centered.
- B. Only loads within the rated capacity of the vehicle will be handled.
- C. Trucks with attachments will be operated as partially loaded trucks when not handling a load.
- D. The load engaging means shall be placed under the load as far as possible; the mast will be carefully tilted backward to stabilize the load.
- E. The operator shall use extreme care when tilting the load forward or backward, particularly when high tiering. If the load engaging means are elevated, the operator shall not tilt the load forward except when picking up the load. An elevated load shall not be tilted forward except when a load is in the deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load shall be used.

- F. Dockboards and bridgeplates shall be properly secured before they are driven over. Dockboards and bridgeplates shall be driven over carefully and slowly and their rated capacity never exceeded.
 - G. The operator shall avoid running over loose objects on the roadway surface.
-
- 19. The truck operator shall be alert to pedestrian traffic and yield as necessary.**
 - 20. The operator will only use this equipment in the manner that it was designed and intended**
 - 21. The equipment shall have a working backup alarm capable of being perceived above ambient noise levels**
 - 22. Operator shall use eye protection when not in enclosed cab**

Steingass Mechanical Contracting, Inc.
Powered Industrial Truck Program
Written Test

Name: _____ Date _____

True or False (Circle T or F)

- T F 1. The operator of a forklift is responsible for its safe operation.**
- T F 2. It is important to make a careful inspection of the forklift at the beginning of each shift.**
- T F 3. The horn, steering, brakes and hydraulic controls should be checked everyday.**
- T F 4. Any needed repairs or adjustments should be made to the forklift before it is put into operation.**
- T F 5. You should follow the same safe driving rules while driving a forklift as you do when driving a car.**
- T F 6. You should never hang your arms or legs outside the operator's compartment.**
- T F 7. You should sound your horn to warn pedestrians and other traffic at intersections and blind corners.**
- T F 8. Loaded or unloaded, you should always drive with the forks as low as possible to the floor.**
- T F 9. If you are not able to see because of the large load in front of you, it is better to drive backwards than to try and see around it on the side.**

- T F 10. It is alright to let people stand and walk under a raised forklift.**
- T F 11. You should check to be sure the dock or bridge plates are secure before driving over them.**
- T F 12. You do not have to turn off the engine of the forklift when you leave for a break.**
- T F 13. You should report any problems with your forklift to your supervisor.**
- T F 14. The maximum allowable load for a forklift should be shown on the nameplate.**
- T F 15. Anyone can make repairs to a forklift or powerjack.**
- T F 16. Violations of safety rules, near misses, damage to the forklift or property indicates negligence on the part of the operator.**
- T F 17. It is okay to run over a loose dockplate if the forklift is not fully loaded.**
- T F 18. Repairs to the forklift should be only made by trained maintenance personnel.**
- T F 19. Slippery spots on the floor due to oil, water or ice will increase the braking distance and could cause loss of steering control.**
- T F 20. When loading a highway truck or trailer at the dock, the docklock should be engaged even though the driver says he has set the parking brake.**
- T F 21. Smoking is permissible in the refueling and recharging areas.**
- T F 22. If they ask, maintenance or repairmen may be lifted on the forks to reach their work.**
- T F 23. Parked forklifts should never block exits doors or fire extinguishers.**

- T F 24. It is safe operating practice to run over loose objects or broken pieces of pallets in your path.**
- T F 25. When traveling with a load, the mast should be tilted backward.**
- T F 26. A professional operator will always check the load for stability before moving the forklift.**
- T F 27. A forklift operator should look in the direction of travel and keep a clear view of the travel path.**
- T F 28. A distance of 2 feet is the maximum safe distance behind another vehicle.**
- T F 29. If you are not busy, horseplay and stunt driving are permissible.**
- T F 30. You should always drive as fast as you can so you will be able to move more loads.**
- T F 31. Forklift operators are responsible for understanding and practicing safety rules and regulations concerning forklift operations.**
- T F 32. Making quick starts and jerky stops is a sign of a poor operator.**
- T F 33. It is permissible to carry loads that exceed the rated capacity of the forklift as long as the back end of the truck stays on the floor.**
- T F 34. A lift truck steers with its rear wheels.**
- T F 35. At Steingass Mechanical Contracting, Inc., pedestrians have the right away when they walk through the loading area.**

- T F 36. For greater efficiency, place a loaded pallet within 3 or 4 inches of the desired spot and nudge it into a place with the end of the forks.**
- T F 37. All accidents to people or property should be reported immediately to your supervisor.**
- T F 38. Pushing with bare forks can damage cartons.**
- T F 39. Lifting with one fork is permissible.**
- T F 40. Driving with the load raised might cause a sideward motion and can topple the load and the forklift.**
- T F 41. When taking the load up a ramp with a greater than 10% slope, the forks should be on the upside.**
- T F 42. When taking a load down the same ramp, the forks of the truck should be on the upside and you will back down the ramp.**
- T F 43. If the combined center of gravity of a lift truck and load moves outside the stability triangle, the truck could tip over.**
- T F 44. If it is okay to let someone ride on the forklift with the driver as long as they hold on.**

Multiple Choice (Circle A, B, C, D)

1. **To determine a lift truck's rated load capacity, you should:**
 - A. Ask a more experienced operator.
 - B. Look at the nameplate on the truck.
 - C. Try lifting the load - if the rear wheels of the truck stay on the ground, it is safe.
 - D. None of these.

2. **Forklifts should be spaced:**
 - A. Close together, under the center of the load.
 - B. As wide apart as the pallet will allow.
 - C. One fork centered under the load, the other on the outside of the pallet.
 - D. Doesn't matter, as long as it works.

3. **If you see that a load is loose or unstable before you pick it up, what should you do?**
 - A. Pick it up gently and move it carefully.
 - B. Restack it or tie it together properly before picking up the load.
 - C. Report it to your supervisor.
 - D. If you move it fast enough, it won't have time to fall apart.

4. **If you are stacking a pallet and you notice a co-worker walking towards the forklift, you should:**

- A. Make sure if they come close, they are wearing a hard-hat.
- B. Keep them from walking under the load or even coming close.
- C. Neutralize the controls and stop the engine before letting the person come close.
- D. Sound the horn to alert everyone of the overhead load.

5. **Why should you keep your hands and feet out of the mast assembly?**

- A. There is a serious danger of an electrical shock.
- B. You could get real dirty because the gears and chains are greasy.
- C. A movement of the load or tilt lever on the lift could cause serious injury.
- D. None of the above.

6. **Pallets are a cost to the company to purchase and maintain the original cost averages at least:**

- A. One Dollar.
- B. Ten Dollars.
- C. Twenty Dollars.
- D. Thirty Dollars.

7. **When changing directions:**

- A. Always stop.
- B. Slow down to about 1 M.P.H.
- C. Don't worry about it, the gears are designed to take the shock.
- D. None of the above.

8. **As a Driver, it is:**

- A. Management's responsibility to keep pedestrians out of your work area.
- B. The pedestrian's responsibility to watch out for you.
- C. Your responsibility to watch out for pedestrians.

9. **When making a right hand turn form one narrow aisle into another, where is the best place to begin your turn?**

- A. From the middle of the aisle.
- B. From the right side of the aisle.
- C. From the left side of the aisle.

10. **As a Certified Powered Industrial Truck Operator for Steingass Mechanical Contracting, Inc.:**

- A. You will complete the daily checklist before the start of the shift.
- B. You will use caution, good judgment and safe-operating procedures at all times.
- C. Report all accidents or near misses to your Supervisor.
- D. All of the above.

Steingass Mechanical Contracting, Inc.
Powered Industrial Truck Program
Driving Test For Powered Industrial Truck Operators

Name: _____ Date: _____

- ___ 1. Performed truck inspection properly.
- ___ 2. Lowered load smoothly and slowly.
- ___ 3. Shows familiarity with all controls.
- ___ 4. Stops smoothly and completely.
- ___ 5. Slowed down at intersections.
- ___ 6. Load was properly balanced.
- ___ 7. Sounded horn at intersections.
- ___ 8. Forks were all the way under the load.
- ___ 9. Always looked in the direction of travel.
- ___ 10. Checked bridgeplates and ramps.
- ___ 11. Turned corners correctly - was aware of the end swing.
- ___ 12. Placed loads within specified areas.
- ___ 13. Yielded to pedestrians.
- ___ 14. Stacked loads evenly and neatly.
- ___ 15. Approached load properly.
- ___ 16. Did drive reverse when required.
- ___ 17. Lifted loads correctly and safely.
- ___ 18. Did not exceed the load capacity of the truck.
- ___ 19. Drove under control within proper traffic aisles.

- ___ 20. When parked, placed forks flat on the floor, neutralized controls, set parking brake and turned power off.
- ___ 21. Traveled with load at proper height.
- ___ 22. Followed proper instructions for maintenance and refueling.

Summary:

Driving Test Scores: _____

Written Test Score: _____

Total Score: _____

Authorized for: Powered Industrial Truck

Comments:

Evaluator: _____ **Date:** _____

Steingass Mechanical Contracting, Inc.
Powered Industrial Truck Program
Training Authorization Form

Name: _____

Authorization for: Power Industrial Truck

I have read and/or understand the rules and regulations for the inspection and safe operation of Powered Industrial Trucks, as written in the Powered Industrial Truck Operator's Manual. I will observe these rules and regulations. I will use caution, good judgment, and safe operating procedures at all times when operating a Powered Industrial Truck.

I have completed the practice driving and performance examination and I believe the training I received will enable me to safely and confidentially perform my duties as a Powered Industrial Truck operator.

I understand that I am responsible for conducting a pre-shift examination of the vehicle. If the vehicle is found to be in need of repair or in any way unsafe, I will fill out the maintenance checklist and report the condition to my shift supervisor. I will not use the vehicle if it is defective in any way.

I understand that I must carry my Powered Industrial Truck Authorization Card at all times when operating a Powered Industrial Truck.

Signature of Operator

Date

Training Schedule

Company & Regulations

_____ **Date**

_____ **Instructor**

**Safe operating
Procedures & Daily
Checklist**

_____ **Date**

_____ **Instructor**

Driving Examination

_____ **Date**

_____ **Instructor**

**SAMPLE POWERED INDUSTRIAL TRUCK
CERTIFICATION CARD**

FRONT

**Identification for Operators
of Powered Industrial Trucks**

Operator's Name: _____

Training Date: _____

Evaluation Date: _____

Trainer/Evaluator: _____

Corrective Lenses Required: Yes _____ No _____

Operator's Signature:

BACK

SIX DON'TS

1. Don't drive a vehicle without completing operator's checklist.
2. Don't go down a ramp load first.
3. Don't refuel vehicle while smoking.
4. Don't exceed load limit of vehicle.
5. Don't drive vehicle without brakes or warning device.
6. Don't ride clutch.